

Mayor
Michael Mattox

Vice Mayor
Beverley Dalton

Council Members
Jay Higginbotham William "Bill" Ferguson
Charles Edwards Tracy Emerson
Tim George

Altavista Town Council
June 10, 2014
Regular Meeting (7:00 p.m.) Agenda
J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

I. **Call to Order**

II. **Invocation**

III. **Approval of Agenda**

IV. **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

V. **SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: TBD)

A) Resolutions – State Champions – Boy's Basketball and Individual Forensics

VI. **CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Special Called Meeting May 13, 2014; Regular Meeting May 13, 2014; Continued Meeting "Work Session" May 20th*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works/Utility Department
 - Transit System

VII. PUBLIC HEARING(S) (Estimated Time: 0)

None Scheduled At This Time

VIII. STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Estimated Time: 15 minutes)

- A) Council Committees
 - i) Finance/Human Resources Committee (Dalton)
 - ii) Police/Legislative Committee (Edwards)
 - iii) Public Works/Utility Committee (Ferguson)
- B) Others

IX. NEW BUSINESS (Estimated Time: 10 minutes)

- A) Adoption of FY2015 Budget and Capital Improvement Program (CIP)

X. UNFINISHED BUSINESS (Estimated Time: 5 minutes)

- A) Health Insurance RFP – Consultant’s proposal

XI. MANAGER’S REPORT (Estimated Time: 5 minutes)

- A) Project Updates
- B) Other Items as Necessary
- C) Informational Items
- D) Town Council Calendars (June/July)

XII. Matters from Town Council

XIII. CLOSED MEETING

XIV. Adjournment

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk’s Office. For assistance, please contact the Town Clerk’s Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

<p>AGENDA ITEM</p>	<p>SYNOPSIS AGENDA JUNE 10, 2014 REGULAR ALTAVISTA TOWN COUNCIL MEETING</p>
<p>I. Call To Order</p>	
<p>II. Invocation</p>	<p>Michael Duncan, Pastor – Central Baptist Church</p>
<p>III. Approval of Agenda</p>	<ul style="list-style-type: none"> • Approve Agenda as presented or modified. <p><i>Enclosure: NO</i></p>
<p>IV. Public Comment Period</p>	<p><i>Enclosure: NO</i></p>
<p>V. Special Items or Recognitions</p>	<p><i>State Champion Resolutions</i></p> <p><i>Enclosure(s): NO</i></p>
<p>VI. Consent Agenda</p>	<ul style="list-style-type: none"> a) Approval of Minutes – Called “Special” Meeting May 13th; Regular Meeting May 13th; and Continued Meeting May 20th b) Receive monthly Invoices c) Receive monthly review of Revenues and Expenditures d) Receive month review of Reserve Balance/Investment Report e) Departmental Reports <p><i>Enclosures: YES</i></p> <p>Need a motion to Approve the items on the Consent Agenda.</p>
<p>VII. Public Hearings</p>	<p>None scheduled at this time.</p>
<p>VIII. Standing Committees /Commissions/ Board Reports</p>	<ul style="list-style-type: none"> ❖ Finance/Human Resources Committee Report – Chairman Dalton ❖ Police/Legislative Committee: Chairman Edwards ❖ Public Works/Utility Committee: Chairman Ferguson <p>Others:</p> <p><i>Enclosure(s): YES</i></p>

IX: New Business	<p>❖ Adoption of FY2015 Budget and Capital Improvement Program (FY2015-2019)</p> <p><i>Enclosure(s): YES</i></p>
X: Unfinished Business	<p>❖ Health Insurance RFP – Consultant’s proposal</p> <p><i>Enclosure(s): YES</i></p>
XI: Manager’s Report	<p>a. Enclosed is a Project Update report provided by the Town Manager. <i>Enclosure: YES</i></p> <p>b. Other Items as Necessary (None at this time) <i>Enclosure: No</i></p> <p>c. Informational Items</p> <ul style="list-style-type: none"> • <i>Correspondence from Altavista EMS</i> <p><i>Enclosure(s): Yes</i></p> <p>d. Town Council Calendars <i>Enclosure: Yes</i></p>
XII: Closed Meeting	

Upcoming Meetings:

(All Meetings are at Town Hall unless noted)

June 25th - Public Works/Utility Committee Regular Monthly Meeting (7:00 a.m.)
Finance/HR Committee Regular Monthly Meeting (8:15 a.m.)

Special Council Meeting—May 13, 2014

The special meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on May 13, 2014 at 6:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Timothy George
Mr. Bill Ferguson
Mr. Jay Higginbotham

Also present: Mr. J. Waverly Coggsdale, III, Town Manager
Mr. John Eller, Town Attorney

2. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel. (Utility Agreement)

A motion was made by Mrs. Dalton, and seconded by Mr. Ferguson.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 6:05 P.M.
Notice was given that council was back in regular session 7:00 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Special Council Meeting—May 13, 2014

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox adjourned the meeting at 7:00 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Regular Council Meeting—May 13, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on May 13, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Kenneth Walsh, Police Department
Captain Brian Murray, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Director
Mrs. Megan Lucas, Economic Dev. Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

Mr. Richard Shelton, 281 Easome Road, Hurt, Virginia, addressed Council in regards to the application fees associated with the Utility accounts. Mr. Shelton stated he was unclear on the charges to a renter as opposed to the owner of a property. He felt the fees charged were excessive and asked Council to reconsider these charges.

Mrs. Shelton advised of the rate changes effective July 1, 2013; noting the changes call for a \$25.00 application fee, \$50.00 fee for property owners and \$125.00 fee for renters.

Mayor Mattox asked the Public Works Committee to review.

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5. Special Items or Recognitions

Mr. Edwards recognized and welcomed Mr. Brian Murray to the Police Department as Captain. Mr. Murray worked with the Altavista Police Department previously and presently with the Campbell County Sheriff’s Office before returning to the Altavista Police Department.

6. Consent Agenda

- a) Approval of Minutes-Regular Meeting April 8, 2014; Special Called Meeting May 5, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
 - Administration
 - Altavista on Track
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works Department
 - Transit System
 - Wastewater Department
 - Water Department

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

- a) FY2015 Budget and Capital Improvement Program (CIP)

Mr. Coggsdale advised tonight’s public hearing would be an opportunity for the public to express their thoughts on the proposed FY2015 Budget and Capital Improvement Program (CIP). He noted following tonight's public hearing, Town Council will have an opportunity to consider the comments and make any adjustments that they feel necessary. He asked Council to consider a work session prior to the June 10th regularly scheduled meeting if there were items they needed to discuss further. Staff will seek adoption of the FY2015 Budget and FY2015-2019 Capital Improvement Program (CIP) at the June meeting. Mr. Coggsdale reported the following:

The General Fund Revenue is estimated at:	\$4,145,600
The Enterprise Fund Revenue is estimated at:	\$2,678,300
The Highway Fund Maintenance Revenue is estimated at:	\$585,000
The Cemetery Fund Revenue is estimated at:	\$27,500

The proposed operating expenditures for all funds are \$7,436,400 with \$25,000 being transferred to the Cemetery Fund; \$717,800

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being transferred to the General Fund Reserves; and \$264,550 being transferred to the Enterprise Fund Reserves. There is no proposed increase to any of the Town's tax rates. The PPTRA relief is estimated to be 63%. There is a proposed 5% increase to the Utility rates (Water & Sewer) included in the FY2015 Budget. The Capital Improvement Program for FY2015-2019 totals \$4,187,900; the FY2015 Capital Improvement Program items represent \$750,000 of the total and are included in the FY2015 Budget.

Mayor Mattox opened the public hearing at 7:11 p.m. and asked if anyone would like to speak.

Mr. Mitchell Bernard, 1701 Avondale, came forward. Mr. Bernard asked questions in regards to the water system. He questioned if funds were budgeted to cover painting the Melinda Drive water tank.

Mr. Coggsdale responded staff is currently drafting a Request for Proposals.

Mr. Bernard asked if the budget included any funds for improvements on the Reed Creek spring.

Mr. Coggsdale advised this item is routinely covered in the Capital Improvement Plan.

Mr. Bernard stated maintaining it in its currently status is a repetition of an existing problem; if there is no upgrade he suggested it be done with the funds allotted.

Mayor Mattox referred this matter to the Public Works Committee.

Mayor Mattox asked if anyone else would like to come forward and speak. No one came forward. He closed the public hearing at 7:13 p.m.

Mayor Mattox noted there are some budget issues that need to be addressed including the proposal for a reduction in the real estate tax rate, capital improvement program funding and an increase in the health/dental insurance and called for a work session to be scheduled.

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Mrs. Dalton stated the Finance Committee would like to schedule a work session to discuss financing water infrastructure upgrades. She noted a Financing Consultant has a presentation as well and asked that this be included in the work session.

After some discussion, the continued meeting was set for May 20, 2014 at 5:00 p.m.

A motion was made by Mrs. Dalton, seconded by Mr. George, to schedule adoption of the FY2015 Budget and CIP for the June 10, 2014 Town Council meeting.

Regular Council Meeting—May 13, 2014

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Request to write off Delinquent Water/Sewer Accounts

Mrs. Dalton advised staff forwarded to the Finance Committee a list of delinquent water and sewer accounts that they felt should be written off; thirteen delinquent accounts that are over five years old totaling \$917.16 and one account for a deceased individual totaling \$80.68.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to write off fourteen water/sewer accounts as presented in the amount of \$997.84.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Ivy Acres Water Bill Waiver Request

Mrs. Dalton advised staff forwarded information to the Committee regarding an issue related to a water leak at the Commonwealth Mobile Home Park in late 2012. In accordance with Town policy, the owner was granted a utility adjustment at the time of the occurrence. The owner continues to pay the monthly bill but is not paying the previous charges of \$1,752.19 which she is requesting be waived. Mrs. Dalton advised the Finance Committee recommends the waiver not be granted and the balance be collected.

Altavista Revolving Loan Fund Request

Mrs. Dalton advised staff submitted information relating to an application to the USDA for a Rural Business Enterprise Grant (RBEG) that would establish a revolving loan fund to assist small and emerging private businesses and industries in Altavista. The grant would be for \$99,500 and the local match would be \$30,000. The Altavista Economic Development Authority (AEDA) has authorized \$15,000 towards the local match and the Finance Committee recommends the Town of Altavista contributes \$15,000 as a local match.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to allocate \$15,000 from the General Fund reserves for the local match of the USDA RBEG grant application.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

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Mrs. Dalton noted these funds would cover a variety of needs for businesses; startup, expansion, etc.

- ii. Police/Legislative Committee
- iii. Public Works/Utility Committee

WWTP Emergency Overflow Pond-PCB Issues

Mr. Ferguson advised at the Special Meeting on May 5, 2014, Council approved the purchase of additional trees for the PCB ponds. He asked Mr. Garrett for an update.

Mr. Garrett advised Council the dike has been installed with burlap in place to prevent erosion. He stated the first round of trees have been planted. A grid map of the sample locations has been created; with the first round of samples being collected. Mr. Garrett stated he was gathering pricing for the mulberry trees as well.

Mr. Ferguson noted in regards to the previous discussions on conducting a work session that would focus on the research efforts of the emergency overflow pond, the Public Works Committee decided the July/August timeframe would be best.

Street Closure-10th Street-First Baptist Church

Mr. Ferguson advised the Public Works/Utility Committee reviewed a request by First Baptist Church to close a portion of 10th Street during their joint Vacation Bible School with Altavista Presbyterian Church. The request is for the closure of a portion of 10th Street from Bedford Avenue to the Commonwealth Alley on Sunday, June 22nd from 4-8 p.m. and for Monday through Wednesday, June 23rd-25th from 6-8 p.m.

A motion was made by Mr. Ferguson, seconded by Mr. George, that the request of First Baptist Church for the closure of portion of 10th Street, as outlined, be granted.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Other Items

Mr. Ferguson mentioned the Committee has asked staff to review the staffing of the Utility Departments.

b) Others

- i. AEDA Action Plan/Town ED Strategic Work Plan Update

Mrs. Lucas addressed Council and presented a summary of the AEDA Action Plan/Town ED Strategic Work Plan.

Mayor Mattox thanked Mrs. Lucas for the work she has done thus far.

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9. New Business

a) Water Asset Management Study-Waterline Projects

- i) Project 1A (Bedford Avenue) Norfolk Southern Standard Pipe License Agreement (AECOM)

Mr. Coggsdale advised the Town previously began the process of developing the engineering plans for the initial project associated with the Water Asset Management Study. The first project, labeled as the "Bedford Avenue Waterline- Project 1A is currently in the final design phase and is being reviewed by the appropriate agencies. He stated this project requires "crossing" the railroad at two locations, the first being between English Park and Main Street and the second being "under" the trestle over Bedford Avenue. The engineering firm has been in correspondence with Norfolk Southern and has received an agreement from their agent (AECOM) regarding the required license agreement for the "crossing" between English Park and Main Street. The Town has received a copy of the agreement which needs to be signed and accompanied by payment in the amount of \$19,100. He noted this amount covers the insurance fee (\$1,000) and a one-time license fee (\$18,100).

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to authorize the Town Manager to execute the License Agreement and submit payment in the amount of \$19,100.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

- ii) Project 1B (Main Street)-Engineering Fee Proposal and Project Timeline

Mr. Coggsdale advised of previous discussion by Town Council regarding scheduling of the projects associated with the study, created a timeframe of one project every two years or so. The second identified priority project would be the Main Street Waterline – Project 1B and based on the schedule the project would be set for construction approximately two years from now. Based on recent conversations with the Virginia Department of Transportation (VDOT), the resurfacing of Main Street was included on their 2015 paving schedule.

Recognizing that this would create a situation where they would pave one year and the Town would begin the Main Street Waterline project one year later, staff has had a conversation with VDOT regarding the feasibility of delaying the resurfacing of Main Street by one year and including it in the 2016 paving schedule, to which VDOT would agree. Based on this, the Town would need to move the design and construction of the Main Street Waterline Project up by one year.

Mr. Higginbotham felt the proposal needs to be reviewed.

Mayor Mattox referred Project 1B—Engineering Proposal and Project Timeline to the Public Works Committee.

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b) Use of Town Property-Valley View Drive

Mr. Coggsdale advised of a request received by Mr. Witt from a prospective buyer of lots located in the vicinity of Valley View Drive. The buyer is seeking permission to establish a driveway on Town property. The lots front on unopened right of way. Mr. Coggsdale stated if it was Council's desire to grant this request, staff would ask Mr. Eller, Town Attorney to work with the real estate agent and/or owner to create language that could be included in the deed of the property.

Mr. Eller advised Shortt Realty is work with the property owner. He advised the agreement would be with Mrs. Lowman and the Town of Altavista. The Town would grant Mrs. Lowman the right to build the driveway. Once the lots are sold, each buyer would have to agree to the terms of the agreement. He presented Council with recommended language for the agreement.

Mayor Mattox referred this matter to the Public Works Committee for review.

10. Unfinished Business

A) Dearing Ford Water Tank Conveyance

Mr. Coggsdale advised at the May 6th, Campbell County Board of Supervisors meeting, they conducted a public hearing regarding the conveyance of the Dearing Ford water tank to the Town of Altavista. The conveyance agreement sets forth the conditions under which the Town of Altavista can be reimbursed up to \$40,000 for costs associated with the maintenance or demolition of the tank within the 18 months immediately following the date of recordation of the deed.

A motion was made by Mr. Ferguson, seconded by Mr. Edwards, to authorize the Town Manager to execute the Conveyance Agreement and accept the deed for the tank and corresponding property.

Mr. Eller advised he had reviewed the Conveyance Agreement and felt Paragraph #4 was questionable. This paragraph reads as:

Town Responsibilities. The Town agrees that it will be solely responsible for any costs in excess of \$40,000 related to this property, including but not limited to, maintenance of the tank and property, demolition of the tank, or modification of the water line piping should the tank be removed. The Town agrees that it will either maintain the tank in good condition or demolish it if no longer required for water storage.

Mr. Eller stated there is no time limit on that sentence and questioned what is considered "good condition".

Mrs. Dalton suggested eliminating the last sentence.

Mr. Eller stated the agreement would have to be referred back to the County.

Mrs. Dalton did not feel there would be any effects on the County once the Town received the tank. She asked if the County would be inspecting the tank to see if it is being kept in a certain condition. Can the Town convey the tank, agree to the \$40,000 for 18 months, and be done?

Mr. Eller stated in his conversation with Ms. Kristin Wright, Campbell County Staff Attorney, he asked if this meant the obligation was indefinite and she responded yes. Mr. Eller said he also questioned the "good condition" and she responded it should not be an eyesore. He asked if at some point the tank would become property of the Town. She responded that was not the deal, the deal is the tank remains in good condition.

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Mrs. Dalton stated the Town’s intent is to maintain the tank in good condition and felt a substitute sentence stating that may be appropriate.

Mr. Coggsdale felt the County’s objective is they don’t want an eyesore and this statement is their way of addressing this. Mr. Coggsdale asked Council for the language to convey to the County.

Mrs. Dalton responded the intent is to maintain the tank in reasonable condition or demolish. The town does not intend for the tank to become an eyesore.

The motion was amended for the verbiage to include “the Town will maintain the tank in a reasonable condition”.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

11. Manager’s Report

- a) Project Updates
- b) Other Items as Necessary
- c) Informational Items
- d) Town Council Calendars (May/June)

12. Matters from Town Council

Mr. Emerson stated he has received questions in regards to the usage of the old Vista Theater on Main Street; if it is being used as a garage.

Mr. Coggsdale stated he has not been in the building and did not know.

Mr. George stated he has heard there are cars stored there.

Mr. Emerson asked if the Town Code allows for that usage.

Mayor Mattox referred this matter to the Legislative Committee for review.

Mayor Mattox asked Mr. Coggsdale to draft resolutions for the Altavista High School Basketball Team and the Altavista High School Forensic Team on their championship wins.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to authorize the Town Manager to draft resolutions for the Altavista High School Basketball Team and Forensic Team.

13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

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Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.

A motion was made by Mrs. Dalton, and seconded by Mr. Emerson.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 8:00P.M.

Notice was given that council was back in regular session 8: 12P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was continued to May 20, 2014 at 5:00 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

Continued Council Meeting—May 20, 2014

The continued meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on May 20, 2014 at 5:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. John Eller, Town Attorney

2. Water Line Project Financing Plan Presentation

Mr. Coggsdale introduced Ms. Dianne Klaiss, Raymond James Mid-Atlantic Public Finance. She presented Council with a power point presentation in regards to the water line project financing plan.

Ms. Klaiss stated the Town has seven projects at a cost of \$10.7 million to be financed over the next 10 to 15 years. She has been asked to develop a financing plan for the Town of Altavista and whether to pay cash or borrow funds based on the current market and the Town's finances. When a locality issues a municipal bond depending on the length of time they want to take the debt for whether it is 5, 10, or 20 years every year has its own interest rate; this is how an underwriter will decide. The current interest rates are below average and the town has funds available to pay the debt service back, she suggested the Town borrow for capital improvements and save cash to fund projects in a higher interest rate environment or reserve cash for any kind of contingencies. She noted liquidity is credit strength; having cash available for emergencies provides flexibility. She mentioned the Machinery and Tools tax was the largest part of the town's revenue and questioned what would happen if the biggest machinery and tools taxpayer left town. She stated the Town needs to be prepared for a contingency if something like that happens; have a plan of action in place. She related to Council the best financing plan if they decide to take that route through bank loans and/or Virginia Resources Authority (VRA). Ms. Klaiss compared 10, 15, and 20 year loans and stated the VRA is the better choice. She stated the current year treasury rate is 2.72% and since 2000 the average of the 10 year treasury is 3.89%. Mrs. Klaiss presented Council with a chart showing the cost for Projects 1A or Project 1A and 1B; the Town could save approximately \$175,000 in total debt service by funding both projects in FY2015 assuming interest rates increase by 1.00% in FY2016. She noted due to IRS regulations, the Town would be required to spend proceeds of the Project within 24 months in order to be excluded from arbitrage rebate.

Mrs. Dalton questioned the arbitrage rebate.

Mrs. Klaiss advised you can only earn up to your bond yield on proceeds.

Mrs. Dalton questioned the results if this happened.

Mrs. Klaiss advised the difference would have to be repaid.

Continued Council Meeting—May 20, 2014

Mrs. Klaiss advised of their recommendations:

- Borrow funds if interest rates are below average.
- Use cash for the Project in higher interest rate environment.
- Fund project 1A & 1B now to realize debt service savings only if 1B construction can be accelerated into calendar 2015.
- Build up Project Reserves from excess General Fund Revenue in order to fund the Project with cash in higher interest rate environment.
- Due to the ever changing financial environment, prior to each financing implementation or cash outlay, determine the most cost effective method of financing the project via cash or debit.

Mr. Edwards felt there might be a problem with cash flow with all the projects and felt we should figure out what surpluses will be.

Mrs. Klaiss advised comparing Altavista to other localities, their fund balance percentage is in the median, with the general fund being \$4.8 Million. She stated if the Town wanted to fund some with cash, the 5 year average of the Town's general fund revenue would be \$4,600,000. She stated the current reserve policies and funding for FY2014 are:

100% of 2013 General Fund Revenue:	\$4,827,099
50% of 2013 Enterprise Fund Expenses:	<u>\$1,315,596</u>
	\$6,142,695

If the Town decided they wanted to reduce that and went to a 75% Fund Balance Reserve based on the 5-year average of the general fund revenue, the general fund revenue would be \$3.5 million.

Mrs. Klaiss noted with a commitment from the Town to keep a minimum reserve in the amount of 75% of the average of the 5-year General Fund Revenue \$1,326,000 could be released from the General Fund Reserve when cash is needed to fund the project and 50% of enterprise fund expenses is a customary minimum reserve for an enterprise fund.

Mrs. Klaiss offered some additional financing options with the VRA Drinking water revolving loan fund administered by the VRA and the Virginia Department of Health which could be dual tracked with a VRA Pool financing to determine the lowest financing option.

Mr. Coggsdale stated this was viable alternative to look at for any project in the future.

Mr. Higginbotham mentioned if \$10 million is being borrowed Council should be looking at this; he was intrigued with the USDA and the VRA but not excited about paying \$90,000 on a \$3 million loan.

Mrs. Klaiss explained the \$90,000 would pay for the credit ratings the VRA has to obtain in order to sell bonds, an underwriter, and legal counsel as well. She mentioned a bank loan will cost \$30,000 but a cheaper interest rate is obtained with a VRA. Mrs. Klaiss noted a bank loan could be obtained for 10 years then a VRS for another 10; any variation could be considered make sure the principal payback meets certain criteria.

Mrs. Dalton stated Council is after the better rate and the right cash flow number to help get through it. Mrs. Dalton asked if refinancing was available if there was a bind.

Mrs. Klaiss stated there is advanced refunding; if rates are favorably, the loan can be refinanced. The funds would have to be escrowed until the 10 year and that would pay off the bonds in 10 years.

Continued Council Meeting—May 20, 2014

Mr. Edwards felt Council needs to determine what the reserves will be and use some of that going along.

It was the consensus of Council to look at borrowing \$3 to \$5 million; to research the dual track financing and forward to Finance for additional review.

3. FY2015 Budget Discussion

EMS Request

Mayor Mattox brought up items of concern to discuss in the proposed CIP. The Altavista EMS is requesting \$50,000 to go towards a new ambulance.

Mrs. Dalton felt the EMS offered a lot to the community as an emergency service. Historically this organization has been funded by contributions as they did not bill for services; but presently do bill for services. She felt this service was different from the Fire Company who do not bill for their services. Both identities receive funds from the County. She felt Council should look at the EMS differently than the Fire Company. Mrs. Dalton suggested splitting the \$50,000 request over a five year period; \$10,000 for five years during which time the EMS cannot request additional funding.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to plan to split the \$50,000 EMS request over a five year period during which time the EMS cannot request additional funding.

Mr. Edwards stated he spoke to some officials with the EMS and they are spending approximately \$650,000 in expenses annually and suggested an amendment to split the \$50,000 over a three year period and any other funding be contingent on support from Pittsylvania County.

Mr. Higginbotham stated there is a place holder for 2% on all salaries, Council is considering a reduction in real estate taxes which will cost the Town \$43,000, the request of the EMS at \$50,000 and the Town is about to borrow \$3 to \$5 million. He stated somewhere the belt needs to be tightened; perhaps cutting money that is given to the community. He asked Council to be conscious of spending.

Mrs. Dalton felt EMS was supported in three ways by the taxpayer; as a taxpaying citizen of Altavista and Campbell County and if a Town citizen uses their services they are billed and again support the services.

Mr. Edwards stated he agreed but looking at the organizations supported he felt the EMS was the most important and Council is looking at giving them less.

Mrs. Dalton commented other organizations don't have the proceeds and the ability to bill; she assesses need.

Mr. Edwards withdrew his motion.

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

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Health Insurance

Mrs. Shelton advised of two big changes to the group medical/vision coverage for the upcoming renewal for the plan year that begins July 1st. The group medical/vision plan costs which are provided through Coventry Health Care of Virginia, Inc. are increasing 23% over last year's. According to Ms. Becky Pollard, the health care consultant, for groups the Town's size, she is seeing from 8% to 54% rate increases. In addition to the large rate increase, Coventry is also, discontinuing the enhanced vision rider. The enhanced vision rider assists with the cost of frames, lenses and contact lenses. Coventry will continue to provide the basic vision which covers routine eye exams. The town employees will be receiving a 23% increase in cost with a decrease in benefits. The total (Town and Employee) current annualized premium for medical/vision is \$370,200. This amount will be increasing with the renewal to \$454,300, a difference of \$81,000. The Town will see an increase of \$42,700 and Employees will see an increase of \$41,400.

Mrs. Shelton also advised the plan cost for dental coverage which is provided through Ameritas is increasing 9% over last year's cost. She stated the total (Town and Employee) current annualized premium for dental is \$29,700. This amount will be increasing with the renewal to \$32,400, a difference of almost \$2,700. The Town will see an increase of \$1,700 and Employees will see an increase of \$1,000. With such an increase in insurance costs for both the Town and the Employee, staff felt it was important to make Council aware of the options.

- Council can renew with Coventry and Ameritas as is, with the addition of a vision rider and go out to bid for next plan year. The total cost to the Town would be \$302,700. An increase of \$28,700 will need to be added to the FY 2015 Budget.
- Council can renew with Coventry and Ameritas at the renewal rate, for 60 days and go out to bid now for a group plan effective date of September 1st.

Mrs. Shelton advised staff recommends it would be in the best interest of the Town as well as Employees to renew with Coventry and Ameritas for two months and go out to bid now, for a group plan effective date of September 1st.

Mrs. Shelton asked Council for guidance on what to look for when bidding out the insurance.

Mr. Edwards related his company which is a similar size as the town, is looking at a 12.5% increase. He used a consulting firm from Charlottesville and they suggested shopping for a health savings account (HSA) with a \$3,000 deductible. The company contributed \$2,000 into the HSA which gave the employee the \$1,000 deductible. He asked Mrs. Shelton to look at coverage with a \$3,000 deductible and what it would cost the Town.

A motion was made by Mrs. Dalton, seconded by Mr. George, to renew with Coventry and Ameritas at the renewal rate for 60 days and go out to bid now for a group plan effective date of September 1st.

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Continued Council Meeting—May 20, 2014

Real Estate Taxes

Mr. George addressed Council in regards to his proposal to lower the real estate taxes.

A motion was made by Mr. George, seconded by Mr. Emerson, to reduce real estate tax rate by 10% (\$0.144 per \$100).

Mr. Higginbotham questioned the total the amount of the 10% reduction.

Mrs. Shelton responded the reduction would be \$42,700.

Mr. Higginbotham stated it was agreed upon to borrow \$3 to \$5 million dollars, he stated he has been accused of being so tight and has campaigned on lowering taxes but to borrow that amount of money how could Council lower taxes.

Mr. Edwards added if the tax rates were compared to the nine communities that were studied; the rate that was most out of balance was machinery and tools tax. An economic development office has been established and the rate is higher than what the Town should have. He felt if anything should be reduced it should be the machinery and tools tax.

Mr. George responded the business owners pay real estate taxes as well so this would benefit them as well as the property owners.

Mr. Ferguson felt the \$42,000 reduction was good publicity for the Town for economic development and did not feel the amount would make a big impact on the budget. He felt the benefit would outweigh any negative aspects of it.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	No
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

COLA

Mr. Higginbotham referred to the 2% cost of living adjustment in the budget and asked that it be reduced to 1%. Mr. Higginbotham stated Albemarle County is giving 1% and Bedford County is giving 0%. He stated Council always uses 2% as a place holder and it seems to stay in the budget.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to reduce the cost of living adjustment to 1%.

Mr. George stated for general information and not that Council has to do or not do what other jurisdictions do, Lynchburg City is giving a 2% COLA.

Mr. Emerson stated he did not feel every employee with the Town did the same job. There are people that come in certain days and do more work than others and some that come to work every day and do more work than others. He stated he was a fan of appraisal type raises. He did not believe everybody deserves the same amount of raise every year. He felt there should be performance raises as opposed to across the board raises.

Mrs. Dalton spoke in favor of the 2% increase and may be a little short of adequate considering the same amount of work is being done with fewer staff.

Mr. Ferguson concurred with Mrs. Dalton.

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Mayor Mattox stated he was bothered with the fact that less money is being taken home because of changes in taxes and insurance and was in favor of the 2% COLA increase.

Motion denied:

VOTE:	Mr. Michael Mattox	No
	Mrs. Beverley Dalton	No
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	No
	Mr. Bill Ferguson	No
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes

Town Manager Vehicle

Mr. Higginbotham asked that the Town Manager’s vehicle as listed in the budget be removed and that he use the economic development director’s vehicle.

Mr. Coggsdale questioned if the economic development director’s position is filled, how this would be handled.

It was consensus of Council to leave the Town Manager’s vehicle in the budget.

4. Adjournment

Mayor Mattox asked if there was anything else to bring before Council.

Mr. Mark Thomas, Altavista Journal Editor and organizer of the Uncle Billy’s Day, thanked Council for their support and advised the plans were coming together nicely.

The meeting was adjourned at 6:59 P.M.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 11/2014
FROM: 05/01/2014 TO: 05/31/2014

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
32209	128	ADAMS CONSTRUCTION CO	05/02/2014	23,544.94
32210	505	ALLIED JANITORIAL SERVICE INC	05/02/2014	299.25
32211	303	ALTAVISTA CHAMBER OF COMMERCE	05/02/2014	10,000.00
32212	581	BUSINESS SOLUTIONS INC	05/02/2014	500.00
32213	427	CENTURYLINK	05/02/2014	2,239.19
32214	28	COLUMBIA GAS	05/02/2014	800.22
32215	71	FAIRPOINT COMMUNICATIONS	05/02/2014	401.03
32216	41	FISHER SCIENTIFIC	05/02/2014	278.64
32217	50	GRETNA TIRE INC	05/02/2014	703.74
32218	305	HAWKINS-GRAVES INC	05/02/2014	895.00
32219	328	INTERNATIONAL SALT CO LLC	05/02/2014	5,744.45
32220	1	LINDA RODRIGUEZ	05/02/2014	360.00
32221	218	MINNESOTA LIFE	05/02/2014	129.10
32222	210	MOSCA DESIGNS	05/02/2014	20,084.44
32223	358	PHILLIPS EQUIPMENT CORPORATION	05/02/2014	1,729.43
32224	72	PHYSICIANS TREATMENT CENTER	05/02/2014	45.00
32225	458	SAM'S ON THE MARKET INC	05/02/2014	1,593.31
32226	80	SOUTHSIDE ELECTRIC COOP	05/02/2014	1,053.94
32227	92	UNIFIRST CORP	05/02/2014	1,410.11
32228	601	VACORP	05/02/2014	26.59
32229	160	ABB INC	05/07/2014	1,611.80
32230	561	ALAN TYE & ASSOCIATES LC	05/07/2014	503.50
32231	8	ALTAVISTA EMS	05/07/2014	11,105.00
32232	103	BEACON CREDIT UNION	05/07/2014	670.00
32233	12	BRENNTAG MID-SOUTH INC	05/07/2014	1,140.00
32234	9999997	DAWSON, FORD, & GARBEE	05/07/2014	35.10
32235	594	EJ	05/07/2014	310.95
32236	20	J JOHNSON ELLER JR	05/07/2014	1,926.69
32237	301	ENGLISH'S LLC	05/07/2014	937.43
32238	566	INTEGRATED TECHNOLOGY GROUP IN	05/07/2014	1,412.50
32239	1	VERNON BROWN	05/07/2014	100.00
32240	57	ICMA RETIREMENT TRUST-457 #304	05/07/2014	1,060.00
32241	59	KAPPE ASSOCIATES INC	05/07/2014	3,103.51
32242	533	LYNN KIRBY	05/07/2014	195.00
32243	9999997	MOULTON, JOSEPH R	05/07/2014	60.10
32244	300	NAPA AUTO PARTS	05/07/2014	737.44
32245	454	O'REILLY AUTOMOTIVE INC	05/07/2014	564.74
32246	9999997	PITTMAN, KIMBERLY	05/07/2014	35.12
32247	510	RIVER VALLEY RESOURCES LLC	05/07/2014	24.99
32248	1	ROBERT JACOBS	05/07/2014	100.00
32249	1	TERRI MCPATERS	05/07/2014	25.00
32250	177	THE GUN SHOP	05/07/2014	376.40
32251	35	TREASURER OF VA/VITA	05/07/2014	141.44
32252	605	TRIPLE E RENTAL LLC	05/07/2014	52.50
32253	606	TURPIN FUEL COMPANY INC	05/07/2014	2,480.00
32254	515	DALE TYREE JR	05/07/2014	2,655.00
32255	84	ALTAVISTA JOURNAL	05/15/2014	3,223.64
32256	11	AVOCA	05/15/2014	2,017.60
32257	461	KATHI BOGERT	05/15/2014	862.68
32258	12	BRENNTAG MID-SOUTH INC	05/15/2014	9,347.26
32259	418	BSW INC	05/15/2014	704.35

32260	16	CAMPBELL COUNTY UTILITIES & SE	05/15/2014	290.88
32261	1	CENTRAL VA FAMILY PHYSICIANS	05/15/2014	280.62
32262	607	CHESTER COFFLIN	05/15/2014	126.59
32263	32	CONTROL EQUIPMENT CO INC	05/15/2014	184.22
32264	176	DAVENPORT COMMUNICATIONS INC	05/15/2014	307.50
32265	526	DAVENPORT ENERGY INC	05/15/2014	103.30
32266	164	DMV	05/15/2014	740.00
32267	36	DOMINION VIRGINIA POWER	05/15/2014	39,945.87
32268	381	EMORY C COLLINS CO INC	05/15/2014	2,165.77
32269	118	FERGUSON ENTERPRISES INC #75	05/15/2014	2,634.75
32270	41	FISHER SCIENTIFIC	05/15/2014	416.35
32271	43	FOSTER FUELS INC	05/15/2014	26,827.35
32272	58	INSTRUMENTATION SERVICES INC	05/15/2014	708.00
32273	9999997	KING, SUSAN	05/15/2014	60.10
32274	217	W A LYNCH ROOFING CO INC	05/15/2014	51,483.00
32275	121	MULTI BUSINESS FORMS INC	05/15/2014	828.60
32276	67	ORKIN PEST CONTROL LLC	05/15/2014	233.11
32277	9999997	SHORT, MICHAEL RAY	05/15/2014	55.62
32278	9999997	STEWART, KAYLA	05/15/2014	30.43
32279	186	THE NEWS & ADVANCE	05/15/2014	763.90
32280	357	TOMMY MERRICKS	05/15/2014	1,400.00
32281	110	VUPS INC	05/15/2014	54.60
32282	542	WILLOUGHBY & ASSOCIATES INC	05/15/2014	350.00
32283	551	WOHLFORD, LARRY	05/15/2014	70.00
32284	192	WW ASSOCIATES INC	05/15/2014	7,500.00
32285	116	XEROX CORP	05/15/2014	224.44
32286	9	AFLAC	05/23/2014	1,697.83
32287	578	AMERITAS LIFE INSURANCE CORP	05/23/2014	2,672.24
32288	9999998	Brooks, Eric	05/23/2014	150.00
32289	103	BEACON CREDIT UNION	05/23/2014	670.00
32290	4	BOXLEY AGGREGATES	05/23/2014	2,423.41
32291	294	BUSINESS CARD	05/23/2014	8,149.90
32292	9999998	CALVARY BAPTIST CHURCH	05/23/2014	150.00
32293	19	CARTER MACHINERY CO INC	05/23/2014	400.12
32294	574	CHRISTOPHER MICALLE, TRUSTEE	05/23/2014	125.00
32295	191	EVOQUA WATER TECHNOLOGIES LLC	05/23/2014	2,035.00
32296	146	MICHAEL HUNT	05/23/2014	30.00
32297	57	ICMA RETIREMENT TRUST-457 #304	05/23/2014	1,060.00
32298	566	INTEGRATED TECHNOLOGY GROUP IN	05/23/2014	670.08
32299	59	KAPPE ASSOCIATES INC	05/23/2014	2,597.07
32300	218	MINNESOTA LIFE	05/23/2014	129.10
32301	608	NORFOLK SOUTHERN RAILWAY COM	05/23/2014	19,100.00
32302	423	NTELOS	05/23/2014	751.24
32303	588	PITNEY BOWES GLOBAL FINANCIAL	05/23/2014	50.00
32304	238	SCOTT INSURANCE	05/23/2014	2,045.51
32305	124	TREASURER OF VA	05/23/2014	2,209.55
32306	505	ALLIED JANITORIAL SERVICE INC	05/30/2014	1,081.50
32307	427	CENTURYLINK	05/30/2014	2,244.79
32308	580	CHC OF VIRGINIA INC	05/30/2014	32,337.65
32309	191	EVOQUA WATER TECHNOLOGIES LLC	05/30/2014	9,435.00
32310	122	FEREBEE-JOHNSON COMPANY INC	05/30/2014	585.12
32311	41	FISHER SCIENTIFIC	05/30/2014	313.28
32312	46	GENTRY LOCKE RAKES MOORE LLP	05/30/2014	3,918.56
32313	146	MICHAEL HUNT	05/30/2014	240.00
32314	1	MEGAN LUCAS	05/30/2014	50.00
32315	72	PHYSICIANS TREATMENT CENTER	05/30/2014	120.00
32316	174	SOUTHERN POLICE EQUIPMENT	05/30/2014	553.90

32317	35 TREASURER OF VA/VITA	05/30/2014	105.12
32318	601 VACORP	05/30/2014	26.59
NO. OF CHECKS: 110		TOTAL CHECKS	355,270.68

Town of Altavista
FY 2014 Revenue Report
92% of Year Lapsed

General Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	410,000	410,000	1,347	0	419,329	102	419,000
Public Service - Real & Personal	62,000	62,000	0	0	86,631	140	86,600
Personal Property	195,000	195,000	1,283	1	162,324	83	195,000
Personal Property - PPTRA	100,000	100,000	0	0	101,570	102	101,600
Machinery & Tools	1,470,100	1,470,100	0	0	1,518,419	103	1,518,400
Mobile Homes - Current	500	500	11	2	462	92	500
Penalties - All Taxes	5,000	5,000	317	6	6,910	138	6,900
Interest - All Taxes	3,000	3,000	185	6	3,086	103	3,100
Local Sales & Use Taxes	125,000	125,000	12,307	10	118,082	94	135,000
Local Electric and Gas Taxes	100,000	100,000	9,440	9	86,231	86	110,000
Local Motor Vehicle License Tax	43,000	43,000	716	2	43,815	102	44,000
Local Bank Stock Taxes	160,000	160,000	133,012	83	134,477	84	160,000
Local Hotel & Motel Taxes	60,000	60,000	4,858	8	67,828	113	77,000
Local Meal Taxes	620,000	620,000	59,940	10	540,991	87	645,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	1,000	1,000	0	0	1,000	100	1,000
Communications Tax	40,000	40,000	3,456	9	30,579	76	40,000
Transit Passenger Revenue	4,000	4,000	496	12	6,207	155	6,600
Business License Fees/Contractors	11,000	11,000	387	4	6,872	62	7,000
Business License Fees/Retail Services	110,000	110,000	13,851	13	106,272	97	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	743	9	6,445	76	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	3,400	21	17,975	109	18,000
Business License Fees/Wholesale Businesses	1,800	1,800	30	2	1,417	79	1,800
Business License Fees/Utilities	8,000	8,000	336	4	8,250	103	8,400

Town of Altavista
FY 2014 Revenue Report
92% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,300	1,300	1,929	148	1,929	148	1,900
Permits - Sign	1,000	1,000	120	12	940	94	1,000
Fines & Forfeitures - Court	20,000	20,000	1,463	7	14,810	74	20,000
Parking Fines	200	200	0	0	320	160	350
Interest and Interest Income	47,000	47,000	1,524	3	59,088	126	60,000
Rents - Rental of General Property	1,000	1,000	125	13	987	99	1,000
Rents - Pavilion Rentals	2,000	2,000	857	43	3,038	152	3,100
Rents - Booker Building Rentals	4,000	4,000	100	3	3,000	75	4,000
Rents - Rental of Real Property	45,000	45,000	4,948	11	62,352	139	62,500
Property Maintenance Enforcement	1,300	1,300	0	0	2,668	205	2,700
Railroad Rolling Stock Taxes	18,000	18,000	0	0	19,060	106	19,000
State DCJS Grant	75,000	75,000	0	0	60,111	80	80,000
State Rental Taxes	1,100	1,100	142	13	368	33	500
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,000	99	9,100
State/VDOT Contract Services	3,000	3,000	183	6	6,948	232	6,950
VDOT Police Grant for Overtime	8,100	8,100	0	0	0	0	0
State Transit Revenue	12,810	12,810	2,831	22	18,757	146	19,000
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	1,600	1,600	0	0	1,982	124	2,000
Fuel - Fire Dept. (Paid by CC)	3,700	3,700	0	0	2,073	56	4,100
VDOT TEA 21 Grant	0	726,320	0	0	374,340	52	726,320
VDOT LAP Funding	0	751,758	0	0	170,214	23	751,760
Federal Transit Revenue	78,300	78,300	23,923	31	52,184	67	78,300
Federal/Byrne Justice Grant	4,000	4,000	0	0	4,538	113	4,500
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	0	0	1,581	16	3,000
Misc. - Cash Discounts	200	200	55	27	173	87	200

Town of Altavista
FY 2014 Revenue Report
92% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	48,000	5,057	11	67,843	141	68,000
Reimbursement of Insurance Claim	0	0	12,394	0	12,394	0	12,400
Misc. - State Forfeiture Fund	0	3,000	0	0	3,000	0	3,000
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	23,007	0	0	0	0	0
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	224,922	0	0	0	0	0
	<u>3,975,710</u>	<u>5,739,717</u>	<u>301,764</u>	<u>5.26</u>	<u>4,485,969</u>	<u>78.16</u>	<u>5,705,180</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
92% of Year Lapsed

	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
ALL FUNDS TOTAL							
Operations	5,667,080	5,982,387	452,854	8	4,643,548	78	5,711,800
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	80,101	2	1,595,987	48	3,218,700
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	141,360
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u><u>7,193,510</u></u>	<u><u>9,426,537</u></u>	<u><u>532,955</u></u>	<u><u>6</u></u>	<u><u>6,255,786</u></u>	<u><u>66</u></u>	<u><u>9,161,860</u></u>

Town of Altavista
Fund Expenditure Totals
FY 2014
92% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	33,530	33,530	1,749	5	23,501	70	33,930
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>33,530</u>	<u>1,749</u>	<u>5</u>	<u>23,501</u>	<u>70</u>	<u>33,930</u>
Administration							
Operations	709,900	723,157	52,988	7	630,675	87	729,900
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Administration - TOTAL:	<u>716,900</u>	<u>730,157</u>	<u>52,988</u>	<u>7</u>	<u>630,675</u>	<u>86</u>	<u>736,900</u>
Non-Departmental							
Operations	865,580	866,580	21,527	2	329,470	38	1,216,350
Transfer Out to Cemetery Fund	-31,200	-31,200	0	0	0	0	-32,870
Transfer Out to Enterprise Fund	0	-412,280	0	0	0	0	-639,670
Transfer Out to General Fund Reserve	-411,280	0	0	0	0	0	-141,360
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-48,750</u>	<u>75</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>358,100</u>	<u>358,100</u>	<u>21,527</u>	<u>6</u>	<u>280,720</u>	<u>78</u>	<u>337,450</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>6,000</u>	<u>1,681,000</u>	<u>2,018</u>	<u>0</u>	<u>712,810</u>	<u>42</u>	<u>1,681,000</u>
Non-Departmental - TOTAL:	<u>364,100</u>	<u>2,039,100</u>	<u>23,544</u>	<u>1</u>	<u>993,530</u>	<u>49</u>	<u>2,018,450</u>
Public Safety							
Operations	918,180	921,180	59,348	6	679,204	74	788,950
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>58,250</u>	<u>0</u>	<u>0</u>	<u>5,665</u>	<u>10</u>	<u>16,000</u>
Public Safety - TOTAL:	<u>966,680</u>	<u>979,430</u>	<u>59,348</u>	<u>6</u>	<u>684,868</u>	<u>70</u>	<u>804,950</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
92% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	954,400	959,050	63,063	7	693,331	72	841,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>40,000</u>	<u>68,000</u>	<u>0</u>	<u>0</u>	<u>68,383</u>	<u>101</u>	<u>80,000</u>
Public Works - TOTAL:	<u>994,400</u>	<u>1,027,050</u>	<u>63,063</u>	<u>6</u>	<u>761,715</u>	<u>74</u>	<u>921,500</u>
Economic Development							
Operations	133,320	168,320	27,223	16	117,903	70	155,250
CIP	<u>129,400</u>	<u>129,400</u>	<u>0</u>	<u>0</u>	<u>244,124</u>	<u>0</u>	<u>244,000</u>
Economic Development - TOTAL:	<u>262,720</u>	<u>297,720</u>	<u>27,223</u>	<u>9</u>	<u>142,315</u>	<u>48</u>	<u>179,650</u>
Transit System							
Operations	85,400	85,400	6,245	7	72,959	85	85,100
Debt Service	0	0	0	0	0	0	0
CIP	<u>44,500</u>	<u>44,500</u>	<u>0</u>	<u>0</u>	<u>45,852</u>	<u>103</u>	<u>45,800</u>
Transit System - TOTAL:	<u>129,900</u>	<u>129,900</u>	<u>6,245</u>	<u>5</u>	<u>118,811</u>	<u>91</u>	<u>130,900</u>
GENERAL FUND TOTALS							
Operations	3,192,830	3,248,737	232,143	7	2,498,293	77	2,972,080
Debt Service	0	0	0	0	0	0	0
CIP	<u>275,400</u>	<u>1,988,150</u>	<u>2,018</u>	<u>0</u>	<u>857,122</u>	<u>43</u>	<u>1,854,200</u>
GENERAL FUND - GRAND TOTAL:	<u>3,468,230</u>	<u>5,236,887</u>	<u>234,160</u>	<u>4</u>	<u>3,355,415</u>	<u>64</u>	<u>4,826,280</u>

Town of Altavista
Council / Planning Commission
FY 2014 Expenditure Report
92% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	19,243	92	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	514	6	8,000
Other Charges	4,530	4,530	0	0	3,744	83	4,930
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	33,530	33,530	1,749	5	23,501	70	33,930

Town of Altavista
Administration
FY 2014 Expenditure Report
92% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	399,600	399,600	26,485	7	344,204	86	399,600
Other Employee Benefits	18,000	18,000	3,000	17	13,029	72	18,000
Services	145,300	145,300	11,922	8	133,344	92	150,800
Other Charges	119,900	133,157	8,837	7	117,571	88	134,400
Materials & Supplies	27,100	27,100	2,744	10	22,527	83	27,100
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	716,900	730,157	52,988	7	630,675	86	736,900

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
92% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	10,000	21	63,913	132	76,550
<i>Campbell County Treasurer</i>			0	0	30,845	0	30,850
<i>USDA Assistance</i>	0	0	0	0	210	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	2,500
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	300
<i>Uncle Billy's Day Funding</i>	20,000	20,000	10,000	50	10,000	50	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	358	72	400
Contribution - Altavista EMS	11,100	11,100	11,105	0	11,105	0	11,100
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	100,000
Contribution - Altavista Fire Co.	9,100	9,100	0	0	10,539	116	10,500
Contribution - Avoca	16,900	16,900	0	0	16,900	100	16,900
Contribution - Altavista On Track (MS)	85,000	85,000	0	0	35,000	41	35,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	323,700	323,700	21,105	7	247,457	76	303,050
NON-DEPARTMENTAL - Non-Departmental							
Fuel - Fire Company	5,000	5,000	422	8	3,797	76	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	422	8	3,797	76	5,000
NON-DEPARTMENTAL - SUBTOTAL	328,700	328,700	21,527	7	251,254	76	308,050
TRANSFER OUT							
Transfer Out - Cemetery Fund	31,200	31,200	0	0	0	0	32,870
Transfer Out - Enterprise Fund	0	412,280	0	0	0	0	705,870

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
92% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	48,750	75	65,000
TRANSFER OUT - TOTAL	507,480	508,480	0	0	48,750	10	803,740
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	0	0	29,466	100	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	0	0	29,466	100	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	865,580	866,580	21,527	2	329,470	38	1,141,190
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	907,900	0	0	525,076	58	907,900
Replacement Other than Buildings (Avoca)	6,000	6,000	2,018	34	6,000	100	6,000
Replacement Other than Buildings (VDOT LAP)	0	767,100	0	0	181,734	24	767,100
CAPITAL OUTLAY - TOTAL	6,000	1,681,000	2,018	0	712,810	42	1,681,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	871,580	2,547,580	23,544	1	1,042,280	41	2,822,190
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,100	2,039,100	23,544	1	993,530	49	2,018,450

Town of Altavista
Public Safety
FY 2014 Expenditure Report
92% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	785,680	785,680	52,752	7	585,611	75	656,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	5,900	5,900	190	3	3,535	60	5,900
Other Charges	40,300	40,300	2,170	5	30,685	76	37,550
Materials & Supplies	86,300	89,300	4,235	5	59,373	66	89,300
Capital Outlay	48,500	58,250	0	0	5,665	10	16,000
Total Expenditures	966,680	979,430	59,348	6	684,868	70	804,950

Town of Altavista
Public Works
FY 2014 Expenditure Report
92% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	673,300	673,300	40,917	6	476,856	71	555,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,500	8,500	432	5	5,588	66	8,500
Other Charges	25,600	25,600	1,912	7	20,586	80	26,350
Materials & Supplies	247,000	251,650	19,802	8	190,301	76	251,650
Debt Service	0	0	0	0	0	0	0
Capital Outlay	40,000	68,000	0	0	68,383	101	80,000
Total Expenditures	994,400	1,027,050	63,063	6	761,715	74	921,500

Town of Altavista
Economic Development
FY 2014 Expenditure Report
92% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	77,800	77,800	6,025	8	68,948	89	77,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	14,700	49,700	20,434	41	35,699	72	49,700
Other Charges	35,320	35,320	659	2	12,911	37	22,250
Materials & Supplies	5,500	5,500	105	2	345	6	5,500
Capital Outlay	129,400	129,400	0	0	24,412	19	24,400
Total Expenditures	262,720	297,720	27,223	9	142,315	48	179,650

Town of Altavista
Transit System
FY 2014 Expenditure Repost
92% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	57,700	57,700	4,318	7	50,242	87	57,700
Services	3,500	3,500	45	1	423	12	3,300
Other Charges	4,000	4,000	44	1	2,787	70	4,000
Materials & Supplies	20,200	20,200	1,838	9	19,508	97	20,100
Capital Outlay	44,500	44,500	0	0	45,852	103	45,800
Total Expenditures	129,900	129,900	6,245	5	118,811	91	130,900

Town of Altavista
FY 2014 Revenue Report
92% of Year Lapsed

Enterprise Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,000	4,000	185	5	2,209	55	2,400
Water Charges - Industrial	825,400	825,400	63,479	8	691,317	84	825,400
Water Charges - Business/Residential	229,700	229,700	9,172	4	207,347	90	229,700
Water Charges - Outside Community	147,700	147,700	7,519	5	109,043	74	147,700
Water Charges - Water Connection Fees	1,200	1,200	0	0	2,903	242	2,900
Sewer Charges - Industrial	1,100,000	1,100,000	98,012	9	964,440	88	1,100,000
Sewer Charges - Business/Residential	229,200	229,200	9,689	4	208,720	91	229,200
Sewer Charges - Outside Community	1,900	1,900	0	0	1,391	73	1,900
Sewer Charges - Sewer Connection Fees	4,000	4,000	0	0	3,100	78	4,000
Sewer Charges - Sewer Surcharges	45,000	45,000	3,299	7	56,120	125	53,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	-79	-2	4,663	133	4,700
Misc. Cash Discounts	200	200	2	1	18	9	200
Misc. Sale of Supplies & Materials	1,000	1,000	0	0	319	32	500
Miscellaneous	30,000	30,000	3,151	11	33,832	113	34,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	237,870	0	0	0	0	0
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	412,280	0	0	0	0	639,670
ENTERPRISE FUND - REVENUE:	<u>2,622,800</u>	<u>3,272,950</u>	<u>194,429</u>	<u>6</u>	<u>2,285,424</u>	<u>70</u>	<u>3,275,270</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
92% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	885,900	890,900	69,597	8	755,852	85	889,910
Debt Service	0	0	0	0	0	0	0
CIP	135,000	466,200	26,600	6	384,939	83	546,500
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,190,275</u>	<u>1,357,100</u>	<u>96,197</u>	<u>7</u>	<u>1,140,791</u>	<u>84</u>	<u>1,436,410</u>
Wastewater Department							
Operations	1,137,150	1,166,050	103,164	9	960,807	82	1,170,860
Debt Service	0	0	0	0	0	0	0
CIP	126,000	749,800	51,483	7	353,926	47	668,000
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,432,525</u>	<u>1,915,850</u>	<u>154,647</u>	<u>8</u>	<u>1,314,734</u>	<u>69</u>	<u>1,838,860</u>
ENTERPRISE FUND TOTAL							
Operations	2,023,050	2,056,950	172,760	8	1,716,660	83	2,060,770
Debt Service	0	0	0	0	0	0	0
CIP	<u>261,000</u>	<u>1,216,000</u>	<u>78,083</u>	<u>6</u>	<u>738,866</u>	<u>61</u>	<u>1,214,500</u>
Transfer Out	<u>338,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,622,800</u>	<u>3,272,950</u>	<u>250,843</u>	<u>8</u>	<u>2,455,525</u>	<u>75</u>	<u>3,275,270</u>

Town of Altavista
Water Department
FY 2014 Expenditure Report
92% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	526,200	526,200	38,963	7	454,743	86	526,210
Other Employee Benefits	0	0	0	0	0	0	0
Services	38,450	43,450	3,780	9	27,756	64	43,450
Other Charges	162,250	162,250	12,674	8	136,962	84	161,250
Materials & Supplies	159,000	159,000	14,180	9	136,391	86	159,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	135,000	466,200	26,600	6	384,939	83	546,500
Transfer Out to Reserves	169,375	0					0
Total Expenditures	1,190,275	1,357,100	96,197	7	1,140,791	84	1,436,410

Town of Altavista
Wastewater Department
FY 2014 Expenditure Report
92% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	643,900	643,900	48,568	8	547,100	85	645,110
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,850	41,750	1,714	4	16,413	39	41,750
Other Charges	311,800	311,800	27,022	9	261,060	84	313,800
Materials & Supplies	168,600	168,600	25,860	15	136,234	81	170,200
Debt Service	0	0	0	0	0	0	0
Capital Outlay	126,000	749,800	51,483	7	353,926	47	668,000
Transfer Out	169,375	0					0
Total Expenditures	1,432,525	1,915,850	154,647	8	1,314,734	69	1,838,860

Town of Altavista
Fund Expenditure Totals
FY 2014
92% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	420,000	645,500	45,835	7	400,953	62	645,500
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>45,835</u>	<u>6</u>	<u>400,953</u>	<u>50</u>	<u>795,500</u>

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Operations							
Cemetery - Operations - Total:	31,200	31,200	2,116	7	27,643	89	33,450
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>2,116</u>	<u>4</u>	<u>27,643</u>	<u>49</u>	<u>58,450</u>

Town of Altavista
FY 2014 State/Highway Fund
92% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	570,000	570,000	0	0	451,888	79	570,000
Street & Highway Maintenance/Carry Over	0	225500	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	0	0	0	42.06	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>0</u>	<u>0</u>	<u>451,930</u>	<u>57</u>	<u>795,500</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	26,000	54,100	1,871	3	13,944	26	54,100
Maintenance - Pavement	162,200	307,565	23,751	8	177,661	58	307,565
Maintenance - Traffic Control Devices	56,800	56,800	3,721	7	41,941	74	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	56,000	5,744	10	42,300	76	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	7,608	15	49,954	100	50,000
General Admin. & Misc. - Miscellaneous	75,000	111,035	3,140	3	75,154	68	111,035
State/Highway Reimb. Fund - Subtotal:	<u>420,000</u>	<u>645,500</u>	<u>45,835</u>	<u>7</u>	<u>400,953</u>	<u>62</u>	<u>645,500</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	150,000	150,000	0	0	0	0	150,000
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>45,835</u>	<u>6</u>	<u>400,953</u>	<u>50</u>	<u>795,500</u>

Town of Altavista
FY 2014 Cemetery Fund
92% of Year Lapsed

Cemetery Fund - Fund 90	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	1,000	7	14,800	99	15,000
Interest/Interest Income	6,000	6,000	0	0	6,504	108	6,580
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	3,900	98	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>31,200</u>	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,870</u>
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>2,300</u>	<u>4</u>	<u>25,204</u>	<u>45</u>	<u>58,450</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	277	3	10,964	115	11,000
Salaries and Wages/Overtime	500	500	0	0	757	151	800
Benefits/FICA	800	800	20	3	834	104	850
Benefits/VRS	1,100	1,100	33	3	1,179	107	1,200
Benefits/Medical Insurance is pre-paid	1,100	1,100	26	2	1,328	121	1,400
Benefits/Group Life	200	200	4	2	126	63	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	1,756	10	12,455	69	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>2,116</u>	<u>4</u>	<u>27,643</u>	<u>49</u>	<u>58,450</u>

Town of Altavista

Grand Total of all Investments and Deposits

\$ 12,142,154.34

Balance as of May 31, 2014

Non-Specific

Green Hill Cemetery	498,468.63
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General Fund Reserves

Capital Improvement Program Reserves

3,070,989.68

Altavista EDA Funding	288,554.14 *
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VDOT TEA 21 Enhancement Match	309,000.00
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597,554.14

Enterprise Fund Reserves

Capital Improvement Program Reserves

185,725.08

PCB Remediation	626,288.83
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Community Improvement Reserve	0.00
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Police Federal	2,908.32
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Police State	14,274.54
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Train Station	0.00
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Public Funds Money Market Accounts

6,539,593.34

Operating Checking Account (Reconciled Balance)	606,351.78
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DESIGNATED FUNDS	2,345,846.24
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Reserve Policy Funds (This figure changes annually w/audit)

UNDESIGNATED FUNDS

9,796,308.10

-6,142,695.00

3,653,613.10

Policy \$**General Enterprise**

4,827,099 1,315,596

Total

6,142,695

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

Transfer of excess funds from Operating Acct. to MM

-1,200,000.00

Transfer of excess funds from Operating Acct. to MM

-300,000.00

Council apprvd on 5/13/14 a match for a USDA RBEG

-15,000.00

Earmarked for AOT No Interest Loan Program

-50,000.00

FY13 Carryover Needs

-2,698,735.00

Funding from VDOT and LAP from Downtown Projects

1,478,078.00

FY14 GF Projected Transfer out of Reserves to fund CIP

0.00

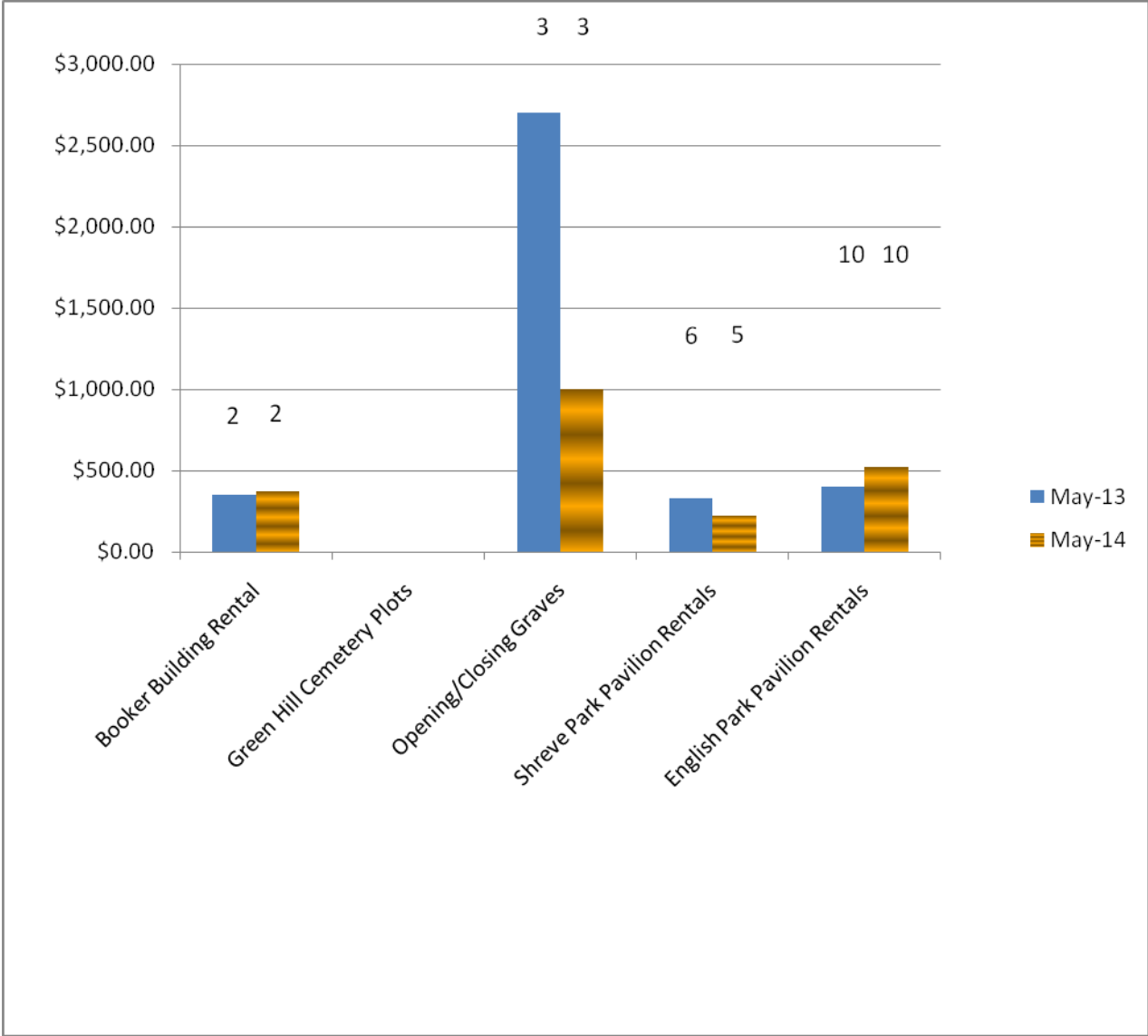
FY14 EF Projected Transfer out of Reserves to fund CIP

0.00

UNDESIGNATED RESERVE FUND BALANCE

606,356.10

~ ADMINISTRATION~



Town of Altavista

Monthly Business Activity Report

Date 5/31/14

OPENED

[illegible]

CLOSED

[illegible]

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Monthly Report to Council

Date: June 10, 2014
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: May Activity

1. Zoning/Code Related Matters:

1-May	022-14	Parris Phelps, Arlington, VA			Renovations 1032 Main Street- Verizon Retail
6-May	023-14	Thomas McCue, 1000 Main Street			New Business- Pawn Solutions
19-May	024-14	Jerry Gregory 1014 7th Street			Enclosed detached garage
21-May	025-14	Tara Tiller, 1029 7th Street			Above ground pool in back yard
28-May	027-14	Clarsie Strouth 102 Valley View Dr.			8'x16' shed in back yard
28-May	028-14	Paul Shelton 606 7th Street			Relocation of Altavista Appliance

- Multiple grass violations mailed out. Mowed and billed for lot at corner of Charlotte & 8th, Former Moseley Heights Elementary School, & 803 Lola Avenue.
- Update- Nuisance letter issued to house on Hillcrest for a dangerous tree. **Note** - Tree was removed.
- Update- Notice issued to begin process to have fire damaged house removed on 14th Street. **Note**- Time expired at the end of May and staff will proceed with removal of the house. Habitat is not interested in the foundation but may be interested in the lot at a later date.
- Reviewed proposal by Carmen Perri to build two homes on 4th Street (Blitz Build). Property was previously owned by Cora Brumfield.

2. Site Plans Reviewed and/or Approved:

- Reviewed and approved resurvey for 902 Park Street.
- Reviewed and approved subdivision of lots on Valley View Drive. Pre-existing lots were non- conforming and the 3 lots now conform to the town's Zoning Ordinance.

3. Planning Commission (PC) Related:

- Prepared agenda and packets for June 3, 2014 meeting
- **UPDATE:** The PC now has a draft of the DRO- Ordinance and Design Guidelines. The plan moving forward is to complete the review of the documents at the June 30th meeting, have a public hearing at the August meeting and provide a recommendation to the Town Council at their August or September meeting.

- Citizen Request: Elaine Dalton presented a request on behalf of Jeff Dalton at the Medicine Shop to consider updating the ordinance for the electronic changeable copy sign. The PC charged staff to research other communities and provide a report for consideration to update the ordinance.

4. **AOT Related**

- Nothing noted.

5. **ACTS Relate**

- Completed May billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system (May) - see bus report.
- Completed online April monthly reporting to DRPT.
- Staffed an ACTS Advisory Committee meeting to discuss a summer hours and new route options, approved in the Transportation Development Plan. Starting June 2 summer hours (June, July, August) will be M- F 8AM-8PM and Saturday 9AM-4PM. The new route will also begin that day which will add Eudora Lane and 5th Street and remove Avondale, Ogden and a portion of Main Street. Free fares also started on June 2nd and will run through September 30th.
- Completed Title VI, Discrimination Complaint Policy, and Nondiscrimination Statement reviews and had Laura place these documents on the Town's web site per DRPT request/requirement for compliance.
- Worked with DRPT for issuance of a RTAP grant so that ACTS could provide transportation for a handicapped person confined to a wheelchair. The chair was not approved to be fastened in the bus without the specifically designed connectors. The connectors and installation is \$180 and the grant will pay 100%. Training will be provided to the drivers as part of this.

6. **Projects and Administrative Related:**

- Updated GIC- researched replacement of the Magic Box system that operates the Town's TV channel.
- Town Council reports for June
- Drafted a memo to Waverly regarding storage within the DRO for Legislative Committee.
- Certified April monthly bank statements.
- Continued to manage the **streetscape and infrastructure project** with VCP. All major project items have been completed. There are likely two outstanding pay applications to be submitted, plus additional pay requests by VCP for change orders- not yet approved by the Town- and administrative costs due to the contract being extended.

A "final walk- through" was conducted on May 28th and a punch list created by Wiley Wilson. VCP worked on and completed most of these items.

- Worked with Altavista EMS, Roy Tucker, and John Eller to have the underground storage tanks removed from the back of the Thrift Store.

- New cell phone contract and ‘free’ new phones purchased for PD, PW, WTP and WWTP.
- Spoke at the Ruritan Club regarding TOA projects and fielded questions regarding town business, etc.
- Attended Regional Assistant’s luncheon in Lynchburg.
- Met with Mark Thomas for article in the Journal regarding UBD shuttle and ACTS changes/updates.



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF MAY, 2014

CRIME STATISTICS – May 1, 2014 thru May 31, 2014

Crimes Against Persons

For the Month of May, the Town of Altavista Community experienced 1 incident or a 75% decrease of Crimes Against Persons compared to 4 incidents last year during the same time duration.

- 1 Simple Assaults

Property Crimes

For the Month of May, the Town of Altavista Community experienced 5 incidents or a 58.33% decrease of Property Crimes compared to 12 incidents last year during the same time duration.

- 2 Shoplifting
- 1 Destruction/Damage/Vandalism of Property
- 1 Theft From Motor Vehicle
- 1 All Other Larceny

Quality of Life Crimes

For the Month of May, the Town of Altavista Community experienced 16 incidents or a 14.29% increase of Quality of Life Crimes compared to 14 incidents last year during the same time duration.

- 1 Weapon Law Violation
- 2 Drunkenness
- 13 All Other Offenses

CRIME STATISTICS - January 1, 2014 thru December 31, 2014 Y.T.D.

Year to date, the Town of Altavista experienced 22 incidents or a 8.33% decrease of Crimes Against Persons compared to 24 incidents last year during the same time duration.

- 1 Robbery
- 5 Aggravated Assault
- 16 Simple Assault



Year to date, the Town of Altavista experienced 43 incidents or a 16.22% increase of Property Crimes compared to 37 incidents last year during the same time duration.

- 3 Breaking & Entering
- 12 Shoplifting
- 5 Theft From Motor Vehicle
- 8 Destruction of Property/Vandalism
- 2 Motor Vehicle Theft
- 2 Counterfeiting/Forgery
- 4 Theft From Building
- 6 All Other Larceny
- 1 Theft of Motor Vehicle Parts

Year to date, the Town of Altavista experienced 98 incidents or a 19.51% increase of Quality of Life Crimes compared to 82 incidents last year during the same time duration.

- 2 Weapon Law Violation
- 47 Drug/Narcotic Violations
- 1 Driving under the Influence
- 3 Trespass of Real Property
- 33 All Other Offenses
- 11 Drunkenness
- 1 Family Offenses, Nonviolent

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of May, the Town of Altavista Community experienced 6 incidents or a 62.50% decrease in Major Crimes compared to 16 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 65 incidents or a 6.6% increase in Major Crimes compared to 61 incidents last year during the same time duration.

The above statistics depict "All Other Offenses" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of May.

CALLS FOR SERVICE - May 1, 2014 thru May 30, 2014

The Altavista Police Department was dispatched to 322 Calls for Service or an 8% decrease compared to 350 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2014 thru December 31, 2014- Y.T.D.

The Altavista Police Department was dispatched to 1708 Calls for Service or a 10.4% increase compared to 1547 C.F.S. last year during the same time duration.



CRIMINAL ARRESTS EXECUTED - May 1, 2014 thru May 30, 2014

The A.P.D. executed 8 criminal arrests or a 63.63% decrease compared to 22 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru December 31, 2014- Y.T.D.

The A.P.D. executed 131 criminal arrests or a 10.69% decrease compared to 117 criminal arrests last year during the same duration.

TRAFFIC CITATIONS ISSUED - May 1, 2014 thru May 30, 2014

The A.P.D. issued 10 traffic summons or a 75.61 % decrease compared to 41 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2014 thru December 31, 2014 Y.T.D.

The A.P.D. issued 81 traffic summons or a 50.98% decrease compared to 184 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH – May, 2014

The Altavista Police Department has selected Officer J.T. Goggins as Officer of the Month for May 2014. Officer Goggins led the department in enforcement efforts. Officer Goggins is always ready to cheerfully assist the department in any way possible, whether it be assisting other officers with their cases or altering his schedule to meet staffing needs. Officer Goggins continues to show himself to be a valuable member of this department.

PERSONNEL TRAINING

Eight (8) hours of training were afforded to police personnel during the month of May, 2014. Blocks of instruction pertained to the following training subjects: Canine Training.

WHAT'S NEW

During the month of May, Chief Walsh instructed leadership development and tactics classes at the Campbell County Vocational-Technical School.

During the month of May, the Crime Prevention Unit conducted a webinar with a representative from Everbridge. The purpose of this webinar was to gather further information about Everbridge's products which include a Mass Emergency Alert system. This system could be used by the Police Department, Public Works, the Fire Department, and various other town agencies and departments to alert business and citizens of important information, especially in emergency or disaster situations. Further research into this program is currently under way.



During the month of May, the Police Department received confirmation for the Virginia Department of Criminal Justice Services that all requirements had been fulfilled in order to move forward with the Byrne Justice Assistance Grant. This grant had been awarded to the Police Department earlier in the year and conditions were required to be met prior to using the grant funds to purchase equipment. The Police Department intends to use these funds to upgrade the Officer Worn Personal Digital Video Cameras that the officers wear while on duty.

The Crime Prevention Unit continued its work on the Downtown Parking complaints during the month of May. Several high visibility foot patrol details were conducted in the target area. Warnings were given for extended parking violations and contact was made with several of the merchants in the area. On most occasions, once the initial foot patrol was made during the marking phase of the details, merchants in the area quickly relocated their vehicles. Some merchant vehicles were noted as being consistently present during these details. Their information was recorded for future knowledge. The Crime Prevention Unit will continue to monitor the situation in this area.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

PUBLIC WORKS MONTHLY REPORT For: May 2014



WATER DISTRIBUTION MAINTENANCE REPORT – PUBLIC WORKS (May 2014)

Work Order ID	Location	Status	Description	Start Date	Act. Completion Date
3107	Water Treatment Plant	Closed Work Orders	Cleaning out creek clear well.	5/22/2014	5/22/2014
3111	Town Hall Municipal Building	Closed Work Orders	Initialize Irrigation System For Season	5/23/2014	5/23/2014
3132	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM schedule details.	5/26/2014	
2936	3rd Street	Closed Work Orders	Vehicle/Equipment Maintenance	5/1/2014	5/2/2014
2964	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	5/5/2014	5/9/2014
3027	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	5/12/2014	5/16/2014
3078	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	5/19/2014	5/23/2014
2943	Bedford Ave.	Work In Progress	Pressure Wash Tank	5/2/2014	
3099	Clarion Road Tank	Closed Work Orders	Water Repair	5/20/2014	5/22/2014

SEWER COLLECTION MAINTENANCE REPORT – PUBLIC WORKS (May 2014)

Work Order ID	Location	Status	Description	Start Date	Act. Completion Date
3051	Page 10 800 Block 12th St.	Closed Work Orders	Sewer Clean Main Manhole#621 to end of line.	5/15/2014	5/15/2014
3052	Page 10 800 Block 12th St.	Closed Work Orders	Sewer video main. Manhole#621 to end of line.	5/15/2014	5/15/2014
2995	1204 Avondale Dr.	Work In Progress	Sewer Main Blockage	5/7/2014	
3034	812 12th St.	Work In Progress	Repair main sewer line.	5/13/2014	
3035	Valley View Dr. Lynch Road	Closed Work Orders	Sewer Maintenance (Checking on possible connections) Met w/David Garrett.	5/13/2014	5/13/2014
2967	1701 Melinda Dr.	Closed Work Orders	Repair sink hole near a sewer manhole. Resident: Mr. Nelson Shelton 369-4516	5/5/2014	5/6/2014
2969	Yearly Maintenance	Closed Work Orders	Yearly - Sewer-Clean & Root Cut-MH 749-751-(A) - Refer to PM schedule details.	5/7/2014	5/9/2014
2987	916 Park St.	Closed Work Orders	Sewer Service Blockage	5/6/2014	5/8/2014
2994	917 Park St.	Closed Work Orders	Sewer smell was strong at this location. Resident asked PW to investigate.	5/7/2014	5/8/2014

GREEN HILL CEMETERY – PUBLIC WORKS (May 2014)

Work Order ID	Location	Status	Description	Date	Act. Completion Date
3134	Green Hill Cemetery	Work In Progress	Open/Close Mausoleum - Lillian H. Patterson	5/27/2014	Open

MICELLANEOUS FUNCTIONS – PUBLIC WORKS (May 2014)

Description	Total Quantity
Asphalt Tonnage	6.27
Bags of Litter-Hwy	46
Bags of Litter-Streets	6
Brush Collection Loads	18
Brush Collection Stops	141
Bulk Collection Stops	142
Bulk Collection Tonnage	20.04
Miss Utility Tickets	53
Monthly Meters Read	61
Push Camera Footage	30'
Sewer (Root Cutting) Main	225'
Sewer (Video) Footage	300'
Sewer (Video) Manholes	3
Sewer Main Cleaned	1332'
Sewer Main Cleaned Manholes	5
Sewer Service (Cleaned)	330'
Sewer Service (Cleaned) Manholes	1
Solid Waste Tonnage	86.59
Sweeping - Miles	74
Weed Control - Gallons	396
Weekend Truck Tonnage	3.47

WASTEWATER

May 2014

SUMMARY

- Public Works / Utility Committee
- Repaired UV system Generator (Voltage Issue)
- Developed a grid map for EOP Plot # 7
- Additional trees planted in Plot # 7
- Collected PCB sample from Plot # 7 to set a baseline for levels present
- Received Semi Annual PT samples for Lab
- Roof replacement project completed
- Fine Filter Screen Out of service for Influent due to Mechanical failure
- Replaced computer hard drive in Server unit
- Received Press Cloth replacements
- Repaired Diffuser in Sludge Digester # 5
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 158 wet tons of sludge processed
- Treated 64.85 million gallons of water

May 2014
1618 Man Hours Worked
14 Sick Leave
66 Vacation Hours



Water Department Report

May, 2014

Water Production:

Water Plant: 48.3 million gallons of raw water treated.

Water Plant: 35.0 million gallons of finished water delivered.

Mcminnis Spring: 9.5 million gallons of finished water treated.

Mcminnis Spring: average 306,000 gallons per day and run time hours 19 a day.

Reynolds Spring: 5.2 million gallons of finished water treated.

Reynolds Spring: average 168,000 gallons per day and run time hours 9 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt

Water Plant Averages for May 2014:

Weekday: **16.4hrs** / day of production

1778,000 gallons treated / day

Weekends: **10.0hrs** / day of production

1,076,000 gallons treated / day

Special Projects:

- Repaired Reed Creek intake
- Clarion Road tank level gauge repaired
- VDH inspection on the 29th.

Water Plant

- CCR report out for printing.
- Working on C.I.P items.
- Planing to install new river pump.

ACTS MONTHLY REPORT – MAY 2014

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily M.	Total Mil.
1-May	50	20	4	2	76	74	\$ 25.00	161	161
2-May	46	33	9	1	89	163	\$ 23.00	161	322
3-May	18	5	1		24	187	\$ 9.00	80	402
5-May	47	23	6	5	81	268	\$ 23.40	161	563
6-May	34	20	5	6	67	335	\$ 17.26	161	724
7-May	32	42	5	4	83	418	\$ 15.76	159	883
8-May	36	28	5	4	73	491	\$ 18.00	160	1043
9-May	35	13	2	1	51	542	\$ 17.45	161	1204
10-May	19	2	1		22	564	\$ 9.06	79	1283
12-May	54	22	8	5	91	655	\$ 27.76	161	1444
13-May	33	10	5	2	51	706	\$ 16.12	161	1605
14-May	47	12	6	4	70	776	\$ 22.91	157	1762
15-May	24	12	8		44	820	\$ 10.85	160	1922
16-May	51	13	6	1	73	893	\$ 25.50	160	2082
17-May	12	3	2		17	910	\$ 6.50	80	2162
19-May	31	18	6	6	61	971	\$ 15.18	159	2321
20-May	37	8	4	6	57	1028	\$ 18.81	158	2479
21-May	34	16	2	2	54	1082	\$ 16.40	159	2638
22-May	36	13	2	2	53	1135	\$ 18.00	160	2798
23-May	42	11	7	1	62	1197	\$ 20.82	160	2958
24-May	26	6	1		33	1230	\$ 13.25	80	3038
26-May	Memorial Day- No Bus Service				0	1230	\$ -	0	3038
27-May	22	8	5	4	39	1269	\$ 10.50	159	3197
28-May	36	15	9	4	66	1335	\$ 18.00	162	3359
29-May	40	12	4	4	60	1395	\$ 18.94	163	3522
30-May	39	11	7	1	63	1458	\$ 19.30	159	3681
31-May	15	5	8		28	1486	\$ 7.50	80	3761
	896	381	0	128	62	21			
	Total Riders to date:				11,003		Counter Sales	\$ 141.00	
	Total Revenue to Date				\$ 5,054.77		Total Month Revenue	\$ 585.27	
	Days Run-	25	Average daily riders		59.4				
	Total days run	187.5				Average daily riders YTD	59	TOTAL MILES	29,791
			Total Monthly Token Sale		92				

ACTS MONTHLY REPORT – MAY 2014

Calendar Year Totals													
		Rider Totals		Miles Driven		Fare Box Revenue		Days Run		Ave./per Day			
<u>2011</u>		10,919		40,392		\$ 3,783.00		272.5		40			
<u>2012</u>		15,282		45,706		\$ 5,329.50		281		54			
<u>2013</u>		17,760		45,358		\$ 5,721.00		282.5		63			
<u>2014</u>		<u>6,843</u>		<u>18,486</u>		<u>\$3,175.27</u>		<u>117</u>		<u>58</u>			
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Annual Totals</u>
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760
2014	1,318	1,253	1,259	1,527	<u>1,486</u>								6,843



Meeting Date: June 10, 2014

FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Thursday, May 22nd to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Water Line Financing

After last month's presentation by our consultant (Raymond James), this issue was referred back to the Finance Committee for additional review and discussion. Based on the consensus of Town Council that funds will need to be borrowed, **the Committee recommends that we begin the next step with our consultant to receive bids regarding the funding options for the water line project(s).** Staff has received correspondence from the consultant that at their listed hourly rates and estimated time, a not to exceed amount of \$7,000 should be sufficient. Based on the past decision of Council, staff would recommend that the Town Manager be authorized to execute an agreement for said services. (Attachments)

POSSIBLE MOTION: "I move that the Town Manager be authorized to execute an agreement with Raymond James in regard to services related to the funding options for the water line project(s) with a not to exceed cost of \$7,000."

II: VRS Contribution Rate

Per the memorandum from Tobie Shelton, Finance Director, the Town was previously given the option to elect their employer contribution rate every biennium for the Virginia Retirement System (VRS). In the past, the Council has chose to select the full rate certified by the VRS Board so as not to have a steep increase in future contribution rates. Staff recommended and the Committee concurred that the resolution accepting the budgeted VRS certified rate of 10.94% be adopted. (Attachments)

POSSIBLE MOTION: "I move that Council adopt the resolution to accept the budgeted VRS certified rate of 10.94%."

III: Budget Amendments/Policy

Staff presented two budget amendments for the Committee's consideration, the first is to reallocate \$10,000 in the Water Department's budget to the "Other Operating Supplies" from the "Repairs and Maintenance" line item. This action requires no new funds. The second involves the receipt of funds associated with an insurance claim related to damage to one of the stone columns at Avoca's entrance. This budget amendment is in the amount of \$12,400 and is in the Non-Departmental section of the budget and staff has set up a new line item to handle insurance claims.

POSSIBLE MOTION: "I move that the two budget amendments, as presented, be approved."

In addition, staff discussed with the Committee the possibility that if a budget amendment involves moving funds within the operational budget (excluding "Salaries/Wages") of a department that staff be allowed to administratively perform such action without committee or council approval. These "administrative" budget amendments would be reported to the Committee and Council on a monthly basis. **The Committee recommends that this request be approved.**

POSSIBLE MOTION: *"I move that the Town Manager be authorized to approve budget amendments to departmental operational budgets (excluding "Salaries/Wages") when no new funds are required."*

IV: Verizon Wireless Contract renewal (Melinda Drive tank)

Staff reviewed the proposed amendment to the "Alltel Communications of Petersburg, Inc." d/b/a Verizon Wireless contract and recommended that Option #1 (Adding only 1, 5 year lease) be accepted. This option also increases the rent by an amount equal to three percent (3%) of the annual rent due for the immediately preceding lease year. **The Committee recommends that the contract be executed utilizing Option #1 as outlined. (Attachments)**

POSSIBLE MOTION: *"I move that the Town Manager be authorized to execute the documents related to the Verizon Wireless lease contract as outlined."*

- Next Finance/HR Committee Meeting: Wednesday, June 25th at 8:15 AM in the large conference room of Town Hall. (NOTE DATE CHANGE)

Members Present: Dalton, Edwards and Ferguson



DATE: June 10, 2014

MEMO TO: Council

FROM: Tobie Shelton

RE: Financial Consultant's Fee Regarding RFP

The Finance Committee recommends we begin the next step with our Financial Consultant (Raymond James) to receive bids regarding the funding options for the water line project.

In an email I received from Ms. Klaiss, with Raymond James, during the RFP period, an hourly rate would be charged for work related to determining the lowest cost of funds. All funding options including bank loans, VRA, VRA Revolving Loan Fund, etc. will be researched. RFPs will be sent to the banks. VRA will be contacted and a conference call will be set up regarding the Revolving Loan Fund to see if it is a viable alternative. Ms. Klaiss will also provide assistance in the preparation of the VRA application which is due August 2nd. Ms. Klaiss stated in her correspondence that the preparation for the USDA option may be a little aggressive to complete quickly, but if the Town would like to look into that option they can do that as well. Most of the work handled during the RFP period will be completed by Ms. Klaiss and an Analyst. According to Ms. Klaiss, the Town can finance these fees into the ultimate financing or pay out of pocket. Below is the hourly rate structure.

\$450 per hour for a Managing Director,
\$350 per hour for Senior Vice President (Dianne Klaiss)
\$300 per hour for Vice President
\$250 for Analyst

The execution of the financing will be \$15,000. The execution of the financing will take place once the lowest cost of funds is determined.

II:

Employer Contribution Rates for Counties, Cities,
Towns, School Divisions and Other Political Subdivisions
(In accordance with the 2014 Appropriation Act Item 467(I))

Resolution

BE IT RESOLVED, that the [Locality, School Division, or Other Political Subdivision Name] [employer code] does hereby acknowledge that its contribution rates effective July 1, 2014 shall be based on the higher of a) the contribution rate in effect for FY 2012, or b) eighty percent of the results of the June 30, 2013 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2014-16 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2013 actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED, that the [Locality, School Division, or Other Political Subdivision Name] [employer code] does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2014:

(Check only one box)

☐ The Certified Rate of ____% ☐ The Alternate Rate of ____%; and

BE IT ALSO RESOLVED, that the [Locality, School Division, or Other Political Subdivision Name] [employer code] does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of [Locality, School Division, or Other Political Subdivision Name] [employer code] are hereby authorized and directed in the name of the [Locality Name or School Division Name or both] to carry out the provisions of this resolution, and said officers of the [Locality, School Division, or Other Political Subdivision Name] are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the [Locality, School Division, or Other Political Subdivision Name] for this purpose.

Governing Body/School Division Chairman

CERTIFICATE

I, _____, Clerk of the [Locality, School Division, or Other Political Subdivision Name], certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the [Locality, School Division, or Other Political Subdivision Name] held at _____, Virginia at _____ o'clock on _____, 2014. Given under my hand and seal of the [Locality, School Division, or Other Political Subdivision Name] this ____ day of _____, 2014.

Clerk

**This resolution must be passed prior to July 1, 2014 and
received by VRS no later than July 10, 2014.**

III:



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Expense</u>
Water Department		
Materials & Supplies / Other Operating Supplies	\$ 10,000.00	
050-5001-701.60-14		
Water Department		
Materials & Supplies / Repairs & Maintenance		\$ 10,000.00
050-5001-701.60-04		

Summary

Requesting the redistribution of funds between the Materials & Supplies/Repair and Maintenance line item and the Materials & Supplies / Other Operating Supplies line item, by decreasing Repair and Maintenance and increasing Other Operating Supplies.

Budget Impact

There is no fiscal impact to the budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of June, 2014

TOWN OF ALTAVISTA



BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept / Reimbursement of Claim		
010-9102-801.50-96	\$ 12,400.00	
General Fund		
Insurance Reimbursement of Claim		
010-0000-351.08-00		\$ 12,400.00

Summary

To appropriate \$12,400 for the repair of a pillar at Avoca's entrance that was damaged in a traffic accident that occurred on January 6, 2014.

Budget Impact

These funds are fully reimbursable. There is no fiscal impact upon the General Fund.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 10th day of June, 2014

IV:

FIRST AMENDMENT TO CONTRACT

This First Amendment to Contract (this "First Amendment") is made as of this _____ day of _____, 201_, by and between **The Town of Altavista**, (hereinafter "Town") and **Alltel Communications of Petersburg, Inc.**, a Virginia corporation, **d/b/a Verizon Wireless**, (hereinafter "Company"). Town and Company are at time collectively referred to hereinafter as the "Parties" or individually as the "Party".

RECITALS

WHEREAS, Town and Company's predecessor in interest, Alltel Communications of Virginia No. 1, Inc., entered into a certain Contract dated February 26, 2008, (hereinafter the "Contract"), whereby Company leased from Town certain space adjacent to Melinda Drive, Altavista, Virginia, as further described in that certain Contract;

WHEREAS, Town and Company desire to amend the Contract to extend the Term.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree to be legally bound to this First Amendment as follows:

1. **Section 11 – Term and Renewals.** *Options for how this can be stated; Need to pick 1 of these:*

Option #1. Adding only 1, 5 year term:

Section 11 of the Contract is hereby amended and supplemented to provide that the Contract shall automatically be extended for one (1) additional, five (5) year term ("Additional Term"). Commencing on the first day of the Additional Term and on each annual anniversary thereafter during the Additional Term, the Rent shall increase by an amount equal to three percent (3%) of the annual rent due for the immediately preceding lease year.

Option #2. Adding 2, 5 year terms:

Section 11 of the Contract is hereby amended and supplemented to provide that the Contract shall automatically be extended for two (2) additional, five (5) year terms ("Additional Terms") unless Company terminates it at the end of the then current term by giving Town written notice of the intent to terminate at least ninety (90) days prior to the end of the then current term. Commencing on the first day of the Additional Terms and on each annual anniversary thereafter during the Additional Terms, the Rent shall increase by an amount equal to three percent (3%) of the annual rent due for the immediately preceding lease year.

Option #3. Adding 3, 5 year terms:

Section 11 of the Contract is hereby amended and supplemented to provide that the Contract shall automatically be extended for three (3) additional, five (5) year terms ("Additional Terms") unless Company terminates it at the end of the then current term by giving Town written notice of the intent to terminate at least ninety (90) days prior to the end of the then current term. Commencing on the first day of the Additional Terms and on each annual anniversary thereafter during the Additional Terms, the Rent shall increase by an amount equal to three percent (3%) of the annual rent due for the immediately preceding lease year.

Option #4. Adding 4, 5 year terms:

Section 11 of the Contract is hereby amended and supplemented to provide that the Contract shall automatically be extended for four (4) additional, five (5) year terms ("Additional Terms") unless Company terminates it at the end of the then current term by giving Town written notice of the intent to terminate at least ninety (90) days prior to the end of the then current term. Commencing on the first day of the Additional Terms and on each annual anniversary thereafter during the Additional Terms, the Rent shall increase by an amount equal to three percent (3%) of the annual rent due for the immediately preceding lease year.

2. Section 15 – Notice. Section 15 of the Contract is hereby amended to restate Company's notice address as follows:

If to Company:
Alltel Communications of Petersburg, Inc.
d/b/a Verizon Wireless
180 Washington Valley Road
Bedminster, New Jersey 07921
Attention: Network Real Estate

3. All remaining provisions of the Contract shall remain in full force and effect as to all other terms and conditions, and shall remain binding on the Parties hereto. Each of the Parties hereto warrants to the other that the person or persons executing this First Amendment on behalf of such Party has the full right, power and authority to enter into and execute this First Amendment on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this First Amendment.
4. The Contract and this First Amendment contain all agreements, promises or understandings between Town and Company and no verbal or oral agreements, promises or understandings shall be binding upon either the Town or Company in any dispute, controversy or proceeding at law, and any addition, variation or modification to the Contract and this First Amendment shall be void and

ineffective unless made in writing and signed by the Parties. In the event any provision of the Contract and this First Amendment is found to be invalid or unenforceable, such a finding shall not affect the validity and enforceability of the remaining provisions of the Contract and this First Amendment.

(Signatures to Follow)

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the date first written herein above.

Witness:

By: _____
Name: _____

Town:
The Town of Altavista

By: _____
Name: _____
Title: _____
Date: _____

Witness:

By: _____
Name: _____

Company:
Alltel Communications of
Petersburg, Inc., d/b/a Verizon
Wireless

By: _____
Name: David R. Heverling
Title: Area Vice President Network
Date: _____

Company Site Name: Alta Vista / 204164

After Recording Return To:

Rogers Lewis Jackson Mann & Quinn, LLC
P.O. Box 11803
Columbia, S.C. 29211
Attn: Jessica Crowson

State of Virginia)
)
County of Campbell)

THE RECORDATION TAX ON THIS INSTRUMENT IS \$75.00 PURSUANT TO SECTION 58.1-807F OF THE CODE OF VIRGINIA, AS AMENDED, AS IT IS A LEASE FOR A COMMUNICATIONS TOWER SITE.

Memorandum of Amendment to Contract

This Memorandum of Amendment to Contract ("Memorandum") is made this ____ day of _____, 201__, between **The Town of Altavista**, (hereinafter "Town") and **Alltel Communications of Petersburg, Inc.**, a Virginia corporation, **d/b/a Verizon Wireless**, (hereinafter "Company"). Town and Company are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

WHEREAS, Town and Company's predecessor in interest, Alltel Communications of Virginia No. 1, Inc., entered into a certain Contract dated February 26, 2008, (hereinafter the "Contract"), whereby Company leased from Town certain space adjacent to Melinda Drive, Altavista, Virginia, as further described in that certain Contract (the "Premises");

WHEREAS, the parties entered into a First Amendment to Contract ("First Amendment") to extend the Term of the Contract; and

WHEREAS, this Memorandum is not intended to supersede, replace, or release Company's rights under any prior recorded Memorandum;

1. The Premises leased by Town to Company pursuant to the Contract, as amended, is further described on Exhibit 1 attached hereto. The Contract includes the non-exclusive appurtenant rights for ingress and egress, and utility purposes over, under or along an existing right of way extending from the nearest public right of way. Company shall still retain all lease areas and Premises as set forth in the Contract. **(I need a legal description of the Property)**
2. The Commencement Date of the Contract, of which this is a Memorandum, is December 14, 2009. As set forth in the First Amendment to Contract, the Term of the Contract shall be _____.

3. The terms, covenants and provisions of the Contract and First Amendment of which this is a Memorandum, shall extend to and be binding upon the respective executors, administrators, heirs, successors and assigns of Town and Company.

IN WITNESS WHEREOF, the Parties have set forth their hand and seal as of the date indicated above.

Witness:

By: _____
Name: _____

Town:
The Town of Altavista

By: _____
Name: _____
Title: _____
Date: _____

STATE OF VIRGINIA)
)
COUNTY OF ALTAVISTA)

ACKNOWLEDGEMENT

I, _____, a Notary Public for said County and State, do hereby certify that _____ [NAME] to me personally known, who, being by me duly sworn, did say that s/he is _____ [TITLE] of **The Town of Altavista**, and that s/he, being authorized to do so, executed the foregoing instrument on its behalf.

Sworn to and subscribed before me
this _____ day of _____, 201__.

Notary Public

Company:
Alltel Communications of
Petersburg, Inc., d/b/a Verizon
Wireless

Witness:

By: _____
Name: _____

By: _____
Name: David R. Heverling
Title: Area Vice President Network
Date: _____

STATE OF MASSACHUSETTS

:
:
:

ACKNOWLEDGEMENT

COUNTY OF WORCESTER

I, _____, a Notary Public for _____ County and State of Massachusetts, do hereby certify that David R. Heverling, to me personally known, who, being by me duly sworn, did say that he is Area Vice President Network of **Alltel Communications of Petersburg, Inc. d/b/a Verizon Wireless**, and that he, being authorized to do so, executed the foregoing instrument on its behalf.

Sworn to and subscribed before me
this ____ day of _____, 201__.

Notary Public

My Commission Expires: _____



POLICE/LEGISLATIVE COMMITTEE REPORT



The Police/Legislative Committee met on Friday, May 30, 2014 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Downtown parking enforcement (*Action Requested*)

Staff updated the Committee regarding on-going complaints about excessive parking in the downtown area. Chief Walsh has explored options and felt that the existing "2 hour parking" signage needed to be clarified so that it applied to an entire block of a street for enforcement purposes. The Committee agreed with the concept and would like for staff to develop appropriate and enforceable wording for signs in the central business district. It was also discussed that "Customer Courtesy" placards be provided to businesses which can be temporarily distributed to customers who may need parking in excess of 2 hours. (Attachments)

POSSIBLE MOTION: *"I move that staff be authorized to develop wording for signage in the Central Business District regarding "2 hour parking" that would apply to an entire block."*

II: Regional Drug Task Force (*Action Requested*)

The Committee reviewed a memorandum from Chief Ken Walsh regarding potential membership to the Central Virginia Drug Task Force (CVDTF) and the allocation of a new position should membership be granted. Following discussion, the Committee recommends that the Town of Altavista Police Department seek membership into the Central Virginia Drug Task Force (CVDTF) and if granted membership a new position be allocated for that purpose. (Attachments)

POSSIBLE MOTION: *"I move that the APD be given the authority to seek membership into the Central Virginia Drug Task Force and if granted membership a new position be allocated for that purpose."*

III: Personal storage in buildings

At the last Council meeting, the item of storage of items in buildings located in the downtown area was brought up.. Attached please find correspondence from John Eller, Town Attorney regarding this matter. (Attachment)

IV: Mass Notification System

Chief Walsh updated the Committee on the possibility of implementing a "mass notification system" that would assist in helping the Police Department as well as other

Town departments communicate with citizens and businesses. A memo from Chief Walsh regarding this subject is attached. Chief Walsh will be working with a potential vendor in regard to setting up a demonstration for the full Council. (Attachment)

Members Present: Edwards, Emerson and George

Kenneth I. Walsh, Jr.
Chief of Police



I.

Phone: (434)369-7425

P.O. Box 420, 510 Seventh St. Altavista, Va. 24517

Fax: (434)369-5046

Memorandum

TO: Mr. J. Waverly Coggsdale, III, Town Manager

FROM: Colonel Kenneth I. Walsh, Jr., Interim Chief of Police

DATE: 13 March 2014

RE: Revision to downtown parking ordinance

The Altavista Police Department has recently reviewed the complaints relating to parking in the downtown business district. The purpose of this memorandum is to suggest changes to signage in the affected district which will greatly reduce the abuse of parking regulations. The limited available parking in the downtown area has been the focus of the majority of complaints received by the police department. The following suggested revisions to the town code are the result of research conducted by the crime prevention officers and me in the form of a site survey.

The town manager or his designee is hereby authorized and directed to determine and define street areas within which the volume of vehicular traffic is such as to require restrictions upon parking of vehicles; to classify vehicles with reference to parking; to designate the time, place and manner in which such vehicles may be allowed to park upon the highways; to make such rules and regulations as traffic conditions may require in various areas and under the varying conditions which may prevail at different times. A listing of such restrictions shall be maintained in the traffic engineering files. It shall be the duty of the traffic engineer, upon the promulgation of such regulations, and before the same shall become effective, to give such public notice thereof, by establishing and posting signs, or otherwise, as may be reasonably adequate to make clear to the operators of vehicles in "no-parking" or "restricted parking" areas, the existence, nature and requirements of such regulations. From and after the effective date of regulations imposed in any area by virtue of the provisions of this chapter, it shall be unlawful for any person to stop or park any vehicle in any restricted or prohibited area otherwise than in accordance with these regulations.

(a) The town council hereby finds that that the free circulation of traffic through the streets of the town is necessary to the health, safety and general welfare of the public; that over the years the revitalization of the town's central business district has increased the number of residents, customers and visitors in the central business district and has greatly increased the parking of motor vehicles of all kinds on the public streets in the central business district creating parking congestion on the streets in the central business district; and, that such parking congestion prevents the free circulation of traffic in and through the central business district. Therefore, it is the intention of town council to address parking issues in the central business district and to support the

recent and planned growth and development in the central business district by providing for the orderly and efficient use of the available parking spaces. This ordinance is adopted pursuant to the authority granted to the town council by Section 46.2-1220 of the Code of Virginia, 1950, as amended.

(b) No person shall park any vehicle in any restricted or prohibited parking area within the central business district for a period of time in excess of the maximum time shown for the parking area as indicated on signs posted on the street where the parking area is located. The central business district is designated as that area of downtown from Bedford Avenue to Pittsylvania Avenue from 7th Street to Main Street.

(c) No person shall park a vehicle within the central business district for longer than the posted time limit on either side of the same street within the same block within an 8 hour period during the same day. For purposes of this section, a “block” is defined as that portion of both sides of the same street between two intersecting streets or what would be the continuation of two intersecting streets. However, parking for longer than the posted time limit in one block does not preclude parking an additional consecutive period of time on another block within the central business district.

(d) The provisions of this section shall apply between the hours designated by the town on all days, except Sundays or on the following holidays: New Year’s Day, Martin Luther King Jr.’s birthday, President’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and day after, Christmas Eve and Christmas Day.

APD response and future commitment. I look forward to meeting with you to discuss the proposed revisions to the town ordinance. It is my belief that we can develop a solution to the parking problems that will greatly benefit the central business district.



Lynchburg's Sign



This Block

Per Day

Proposing to add a small sign below 2 hour parking sign that says
“This Block per day”

Lynchburg has added this to their signage in their downtown area that carries the special restriction.

To: Mr. J. Waverly Coggsdale, III

From: Colonel Kenneth I. Walsh, Jr., Chief of Police

Subject: Membership to Regional Drug Task Force

Date: 27 May 2014

The Central Virginia Drug Task Force (CVDTF) is comprised of five member agencies to include the Virginia State Police, Lynchburg Police Department, Campbell County Sheriff's Office, Appomattox County Sheriff's Office, and the Amherst County Sheriff's Office. Each of these agencies has one sworn member from their respective departments assigned to the Task Force in a full time capacity. The Virginia State Police coordinates the CVDTF and provides funds for undercover drug purchases. All members of the CVDTF report to the assigned Virginia State Police coordinator who oversees the day to day operations.

The Task Force conducts special investigations in all the aforementioned jurisdictions based on case importance as deemed by the VSP coordinator. The CVDTF is currently housed at the Federal Courthouse on Court Street in Lynchburg, VA. The Task Force shares space with the Lynchburg division of the FBI and works very closely with the Bureau concerning cases with a possible federal nexus.

As of 2013, each member agency pays approximately \$2,500 in annual dues to participate in the Task Force. This money helps pay for office equipment and other minor expenses, however all undercover drug funds are derived from the Virginia Criminal Fund through the Virginia State Police. The CVDTF does not provide each member with a vehicle, nor do they pay overtime for state investigations. The FBI however, will pay overtime funds to sworn members of the Task Force who are involved in federal Organized Crime Drug Enforcement Task Force (OCDETF) cases. Upon approval by the United States Attorney's Office, these funds are available to provide overtime money to local officers while working on specific federal drug cases.

The expense of a full time narcotics detective would include their salary, FICA at 7.65% (social security and Medicare), VRS at 10.94%, Group Life Insurance at 1.32%, and health insurance at the following rates: single coverage- \$4,539.84/ year, dual coverage- \$6,471.60/ year, and family coverage- \$8,398.56/ year. The total cost to the town for an employee with an annual salary of \$40,000 per year with single health coverage would be approximately \$52,503.84.

In order for an agency to gain membership into the CVDTF, they must be voted in by the command group of all active participating agencies. This normally means the Chief or Sheriff of each member agency. The CVDTF shares all seized assets evenly between each agency and the local prosecutor. During federal investigations, each respective federal agency is included as well. From the years 2011-2014, the CVDTF seized several hundred thousand dollars in

currency, numerous vehicles, as well as other assets (TV's, furniture, etc.) which are sold at auction.

My overall assessment of the CVDTF is that the rewards far outweigh the investment for each agency. Not only in terms of monetary value, but also in the strong working relationships which are developed between local police department and sheriff's office investigators.

III

Waverly Coggsdale III

From: joseph eller [ellerlaw19@gmail.com]
Sent: Thursday, May 29, 2014 1:54 PM
To: Daniel Witt; Waverly Coggsdale III
Subject: Re: FW: Storage of Junk Vehicles (Possible)

Dan,

The question has been raised as to whether storage of personal property in buildings in the the Downtown Revitalization Overlay District (DRO) is allowed per the Zoning Ordinance. The area that the DRO overlays is zoned C-2 General Commercial. The DRO (TC Sec 86-351 et seq.) and the C-2 (TC Sec 86-421 et seq.) districts are primarily commercial areas.

I take the term "storage" to mean the keeping of items in the buildings under lock and key for the purpose of retaining them for some future use. If the property in the buildings does not belong to the owner of the building and is being stored for a fee this would be a commercial storage business, i.e., a "mini-storage" business or warehouse. I have searched the C-2 and DRO permitted uses and find no provision for mini-storage or warehousing. Thus, if they are commercial storage operations they would be considered as Uses Not Provided For and under TC Sec 86-8 the Planning Commission would review on motion of the zoning administrator and decide either to recommend that the use be added to the list or that the owner be required to obtain a special use permit.

However, by appearances, at the present time the stored items are not involved in any commercial activity. They are not offered for sale or lease and there is little or no activity around the buildings in connection with the property located therein. There is no signage or other indication on the exterior of the buildings of what is inside. Apparently, the property in the buildings is the property of the owner of the building.

If this is the case, I see no reason that the owner would need a zoning permit as it is a purely personal use having no impact on the surrounding area.

It has been alleged that automobiles may be stored in the theater building and if they have gasoline in their tanks there might possibly be a public safety consideration there. This is not a zoning issue, though, and I think the Fire Marshall might be better able to address this question.

John

J. Johnson Eller, Jr.
Attorney at Law
P. O. Box 209
712 Main Street
Altavista, VA 24517
Phone: (434) 369-5661
Fax: (434) 369-5663

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL, AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient,

TV

To: Mr. J. Waverly Coggsdale, III, Town Manager

From: Colonel Kenneth I. Walsh, Jr., Chief of Police

Subject: Mass Notification Services (Everbridge)

Date: 27 May 2014

Everbridge Mass Notification enables users to send notifications to individuals or groups using lists, locations, and visual intelligence. This comprehensive notification system keeps everyone informed before, during, and after events whether emergency or non-emergency.

Features

- Intelligent, personalized message delivery that targets the individual and not the device.
- Message escalation follows the order of contact preference designated by the recipient and stops once they confirm receipt.
- Flexibility in broadcasting messages to virtually any communications device including mobile devices, desktops & websites.
- GIS-based message targeting defined by zip code, street address, radius from a specific point, or other attribute.
- Specify a location with user-friendly drawing tools.
- Upload shape files from other applications for on-the-fly notifications to targeted geographic areas.
- Support for more than 25 contact paths.
- Automatically publish to systems such as: Public Websites, Intranets, Internal Systems, and Social Media.
- Build events for one-click sending during incidents.
- Set up notification templates with pre-determined contact lists and pre-defined messages.
- Resend notifications to recipients or send follow-up messages to all, or a sub-set of, recipients for tracking within the same incident or event.
- Flexible call-throttling enables system administrators to configure rules based on their infrastructure's capacity.
- Subscribers can sign up on the internet and determine: What and how they want to be notified
- What geographical areas they want- school area, home area, work area

- Subscribers determine how they want to be notified: Text, landline, instant message, cell phone or pager
- Subscribers acknowledge the message – once this is done then the system will not continue to attempt to notify

Targeted Communication

- Communicate rapidly and reliably to citizens based on location and progression of an incident.
- Manage evacuations, provide shelter-in-place guidance, and issue status updates and re-entry instructions.
- Notify citizens with important community information, such as road closures and crime bulletins, based on citizen-specified preferences.
- Conduct wellness checks with the elderly and special needs populations through real-time polling.
- Collect citizen contact data through the Everbridge SmartRegistration portal. This portal is fully managed to minimize administrative requirements by government staff members.

Potential Users

- Altavista Police Department
- Altavista Public Works
- Altavista Fire Company
- Altavista EMS

Cost

- \$5,000 for citizen based information
- \$7,500 for citizen and employee based information

Demonstration Availability

- Matt at Everbridge is willing to give full presentation when Council is available.



Meeting Date: June 10, 2014

PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Wednesday, May 22nd to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Town property use request – Valley View Drive (Action Requested)

The Committee reviewed the request for the use of town property (right of way) as an access (driveway) for the development of residential lots. This item was presented to Council last month and referred to committee. The Committee would recommend that the use be granted with the understanding that the Town would not provide services (i.e. street maintenance, snow removal, solid waste collection, etc.) along this "unopened street". (Attachments)

POSSIBLE MOTION: *"I move that the request for use of the Town property (unopened portion of Valley View Drive) be granted per the agreed upon conditions."*

II: Tree removal request – Main Street (Action Requested)

A local business contacted staff regarding the removal of a tree along Main Street that they feel is negatively impacting their building. The Committee would recommend that the tree be removed and the possibility of replacement be considered. (Attachments)

POSSIBLE MOTION: *"I move that the tree located in the 800 block of Main Street, as identified, be removed."*

NOTE: Since the Committee meeting, the Public Works/Utility Chair has asked that this item be revisited.

Other Items

- The Committee discussed the engineering proposal for Project 1B (Main Street Waterline Replacement) and per staff's request deferred making a recommendation.
- Utility Fee discussion: Staff discussed with the Committee the utility fee discussion that was brought up by a property owner at the last Council meeting and followed up with the individual.
- CIP: Staff indicated that they had followed up with the citizen who had inquired about several capital improvement projects related to the utility system.
- Sidewalk replacement: Staff communicated to the Committee that there are plans to replace a section of sidewalk on Franklin Avenue between 10th Street and the old Moseley Heights Elementary School. The project will be funded through the Highway Fund. (Photo attached)

Members Present: Ferguson, Dalton and Higginbotham



I:

Town of Altavista Town Council Meeting Agenda Form

Meeting Date: May 13, 2014

Agenda Placement: NEW BUSINESS

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Use of Town Property Request – Valley View Drive

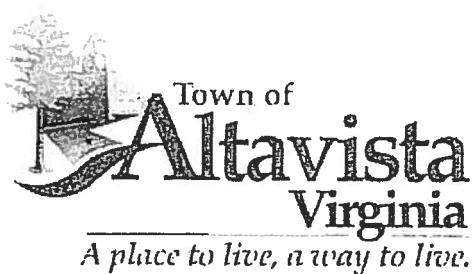
Presenter(s): Assistant Town Manager

SUBJECT HIGHLIGHTS

Per the attached memorandum from Dan Witt, Assistant Town Manager, a prospective buyer of lots located in the vicinity of Valley View Drive is requesting permission to establish a driveway on Town property. Several years back Council approved a very similar request for Altavista Area Habitat for Humanity on an unopened portion of 12th Street.

If it is Council's desire to grant this request, staff would ask that John Eller, Town Attorney work with the real estate agent and/or owner to create language that could be included in the deed of the property. In addition staff would request that language be included that would inform the property owner that no town services (i.e. street maintenance, snow removal, solid waste collection, etc.) would be provided on the portion of the unopened street but only to the existing maintained road. (Attachments: Memo from Assistant Town Manager; Letter from Shortt Auction and Realty; Maps showing location of lots.)

REQUESTED ACTION: *Authorize the Town Attorney to coordinate language to be incorporated into the deed that would allow use of the Town property along the unopened street as a drive way and acknowledge the condition regarding town services.*



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager *DW*

Date: May 7, 2014

Re: Use of Town Property Request

In April the owner of 23 small lots at the dead end of Valley View Drive and adjacent to Rierson Street (never opened) requested permission to combine the small lots into 3 building lots that complied with the Town Code. Staff worked with the applicant and approved a subdivision plat containing lots of 1.001, .647, and .660 acres respectively.

On behalf of a perspective buyer for all three lots, Ann Shortt with Shortt Auction Realty has requested permission from the Town Council to allow a driveway to be built on the Valley View right-of-way. The driveway is to provide access to these lots with the plans to build at least one new single family home.

This is not the first time such a request has been made of Town Council. In 2008 the Altavista Area Campbell County Habitat for Humanity made the same request to allow them to build homes on the unopened portion of 12th Street. Permission was granted and Habitat built 2 houses along the unopened portion of 12th Street.

The conditions of approval were handled by Mr. Eller and David Shreve by including the conditions for use in the deed. This method ensured the conditions would continue with the property without regards to the owner. Conditions included no street maintenance, no snow removal and trash must be brought out to the open street for collection.

If this request is approved by Town Council, I would recommend the same type agreement and conditions as issued to Habitat.

*Real Estate Brokers
Auctioneers
Residential Appraisers*



TELEPHONES:
OFFICE 804/369-6678
FAX 804/369-6485

Real Estate - Private Sales - Public Auctions

P.O. BOX 225 • 616-A CAMPBELL AVENUE
ALTAVISTA, VIRGINIA 24517

May 7, 2014

Dear Sir or Madam:

This letter is to request permission from the Altavista Town Council to build a driveway upon the dedicated road at the end of Valley View Drive in Altavista. I currently have a perspective purchaser who is interested in buying 3 lots at the end of Valley View Drive contingent upon receiving written permission to use the designated property that is owned by the town to build his driveway.

Thank you for your consideration in this matter. I look forward to your response.

Sincerely,

Ann Shortt
AS/s

Owner's Statement

The Platting of the land shown hereon is with free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees if any.

Robert P. Lowman Jr. Peggy W. Lowman
I, _____ a Notary Public in and for
_____ in the State of _____
do hereby certify that the owners whose names are signed hereon,
have acknowledged the same before me this _____ day of _____
My commission expires _____

Notary Public

NOTE:

Town water and sewer is available.

Reviewed and Approved for Recording

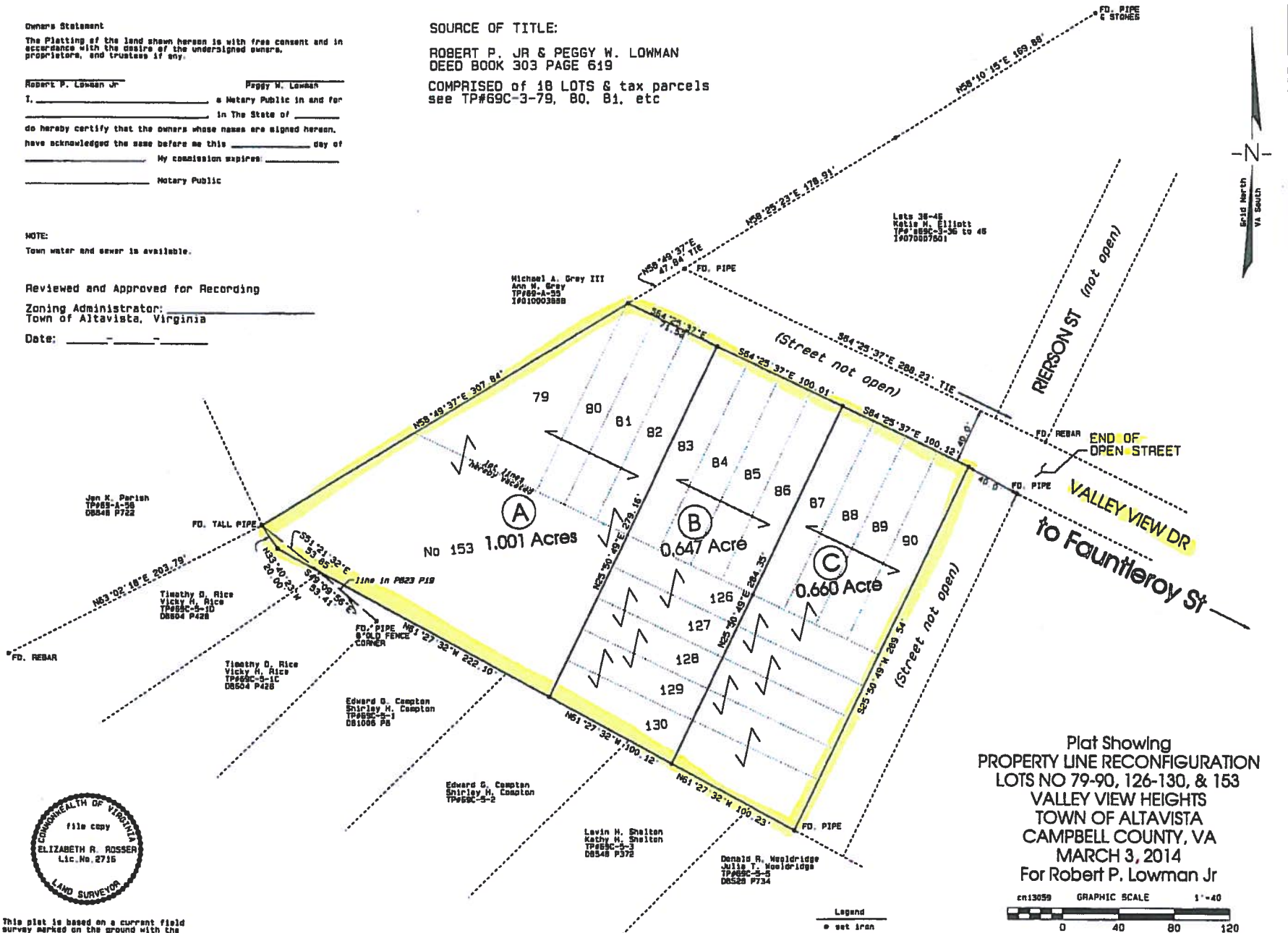
Zoning Administrator: _____
Town of Altavista, Virginia

Date: _____

SOURCE OF TITLE:

ROBERT P. JR & PEGGY W. LOWMAN
DEED BOOK 303 PAGE 619

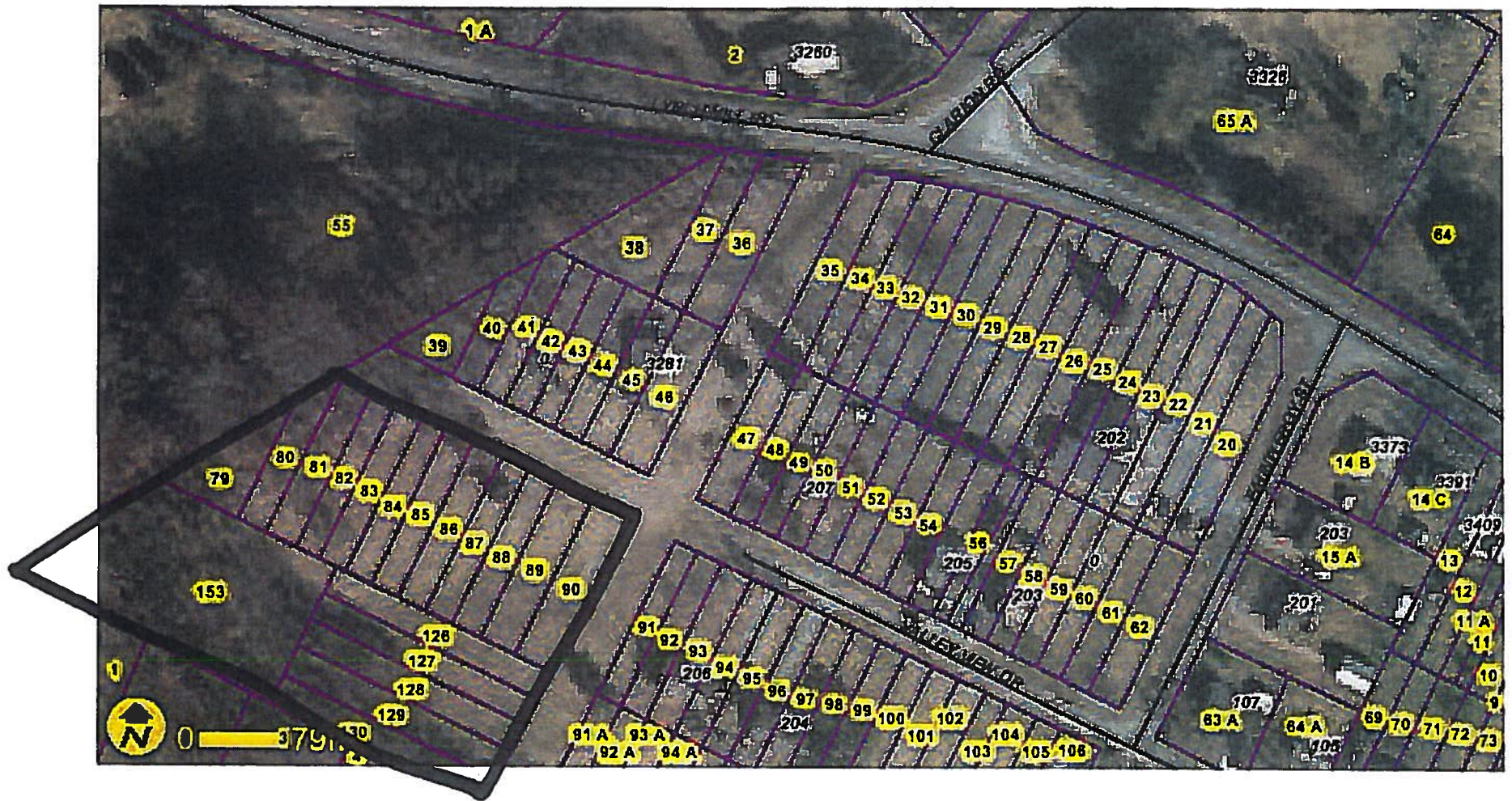
COMPRISED of 18 LOTS & tax parcels
see TP#69C-3-79, 80, 81, etc



Plat Showing
PROPERTY LINE RECONFIGURATION
LOTS NO 79-90, 126-130, & 153
VALLEY VIEW HEIGHTS
TOWN OF ALTAVISTA
CAMPBELL COUNTY, VA
MARCH 3, 2014
For Robert P. Lowman Jr



This plat is based on a current field survey marked on the ground with the



II:

Waverly Coggsdale III

From: Rob Finch [rfinch56@aol.com]
Sent: Wednesday, May 21, 2014 9:58 AM
To: Waverly Coggsdale III; Waverly Coggsdale III
Subject: Finch & Finch Request
Attachments: Gutter_2.jpg; Gutters_1.jpg; Pin_oak_1.jpg; Pin_oak_2.jpg; Leaves_in_walkway.jpg

Dear Mr. Coggsdale,

We are incurring negative issues in regards to the pin oak located in front of our business. The collectors located on our flat roof have become packed and blocked due to the leaves from this pin oak. The blockage of these collectors have led to leaks to our building that have caused damage to our interior ceilings. In addition, the gutters to our building and the adjacent building (Airabella's Florist) have become packed with these leaves as well. This has yet to cause any significant damage or unwanted costs, however it could lead to future damage. The height of this tree extends well beyond the roof line of our two story building and we have incurred costs related to repair and maintenance caused by this overgrown tree.

The root system of the tree has become too large for Main Street and is causing damage to the sidewalks as well. The damage to the sidewalk is a safety hazard for pedestrians. The Town has addressed the immediate hazard by grinding down the edges of the concrete, but this is only a temporary fix until the tree continues to expand it's root growth.

I enjoy the scenic beauty provided by having trees on our streets in Altavista. As you may know, we have several Foster Hollies in our parking lot for ornamental purposes. We intentionally chose these trees as they can be pruned and shaped easily. They also offer beauty year round as they are evergreens.

We ask for the Town to remove the tree and to consider a specie that would be more appropriate for the location.

Please find several photos attached.

Sincerely,

Rob Finch


Funeral &
Cremation Service
FINCH & FINCH, INC.
"A Family Serving Families Since 1905"
809 Main Street • Altavista
(434) 369-5621 • Fax: (434) 369-5637 • finchandfinchfh@aol.com
Flynn Branch • 124 Flynn Street • Gladys • (434) 283-1234
www.finchandfinchfuneralservice.com

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This message has been scanned for viruses and dangerous content by **Rose Computers**, and is believed to be clean.

II:





II:



II.





Town of Altavista Town Council Meeting Agenda Form

Meeting Date: June 10, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: FY2015 Budget and FY 2015-2019 Capital Improvement Program Adoption

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

REMINDER: PLEASE BRING YOUR BUDGET DOCUMENT

Last month, Town Council conducted the required Public Hearing on the FY2015 Budget and Capital Improvement Program (CIP). In addition, Council conducted a Work Session on May 20th at which they discussed several budget items. Following the Work Session at the direction of Council, staff made changes to the budget which reduced the expenditures and transfers portion of the budget from \$7,436,400 to \$7,395,400. The direction given to staff by Council was to reduce the one time CIP funding for Altavista EMS from \$50,000 to an annual contribution of \$10,000, with this being considered annually for a five year period. In addition, Council voted to reduce the Real Estate Tax Rate by 10%, which in effect lowers the Town's rate per \$100 of assessed value from \$.16 to \$.144. This resulted in a decrease of revenue in that line item of \$41,000. With these two changes, the General Fund revenue was reduced from \$4,145,600 to \$4,104,600 and the General Fund expenditures were reduced from \$3,399,220 to \$3,359,220. As a result of the revisions made to the proposed FY2015 budget, the General Fund surplus changed from \$652,800 to \$651,800.

Following discussion, the adoption of the FY2015 Budget and Capital Improvement Program (CIP), as well as the PPTRA Resolution; Tax Rates and Utility Rates would be in order.

Staff recommendation, if applicable:

Adopt the FY2015 Budget and CIP; Adopt the PPTRA Resolution; Adopt the FY2015 Tax Rates; and Adopt the FY2015 Utility Rates.

Action(s) requested or suggested motion(s):

Motion to adopt the FY2015 Budget: *"I move that the FY2015 Budget, as outlined, in the amount of \$7,395,400 be adopted and the funds be appropriated."*

Motion to adopt the FY2015-2019 Capital Improvement Program: *"I move that the FY2015 – 2019 Capital Improvement Program be adopted."*

Motion to adopt the PPTRA Resolution: *"I move that the PPTRA Resolution setting the tax relief at 63% be adopted."*

Motion to set the Tax Rates: *"I move that the Tax Rates for the Town of Altavista be adopted, with the Real Estate reduced from \$.16 to \$.144, and all others remaining unchanged."*

Motion to set the Utility Rates: *"I move that the Utility Rates (Water & Sewer) be adopted as advertised."*

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) 2015 Proposed Budget Overview; 2) FY2015 Budget; 3) Proposed Tax Rate and Proposed Utility Rate Increase; 4) PPTRA Resolution; 5) Capital Improvement Program (CIP FY2015-2019)		
This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	tcs	
Town Manager:	jwc	

2015 PROPOSED BUDGET OVERVIEW

Total Expenditures:	\$7,395,400
----------------------------	-------------

Total Revenue:	\$7,395,400
Transfers:	\$ 0
TOTAL:	\$7,395,400

Real Estate Rate:	\$0.144 per \$100 of assessed value
Personal Property Rate:	\$2.00 per \$100 of assessed value
PPTRA:	\$500 or less assessed value – 100% tax relief \$501 to \$10,000 assessed value - 63% tax relief \$10,001 or more – 63% of tax relief on the first \$10,000 of assessed value

Utility Rates:

Water:	Business & Residential - \$2.08 per 1,000 gallons Industrial - \$2.04 per 1,000 gallons Town of Hurt - \$3.12 per 1,000 gallons Outside of Town - \$4.16 per 1,000 gallons
---------------	---

Sewer:	Business & Residential - \$2.92 per 1,000 gallons Industrial - \$2.99 per 1,000 gallons Town of Hurt - \$2.92 per 1,000 gallons
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Capital Improvement Program

FY2015 Expenditures:	\$750,000 (included in FY 2015 Budget)
FY2015 – 2019 Expenditures:	\$4,187,900

**TOWN OF ALTAVISTA
PROPOSED FY 2015 BUDGET
SUBMITTED FOR ADOPTION
JUNE 10, 2014**

ESTIMATED REVENUE

General Fund

Real Estate Tax	377,500
Public Service Corporation Taxes	86,600
Personal Property Taxes	1,813,500
Other Local Taxes	1,341,100
Permits and Fees	1,000
Fines and Forfeitures	20,200
Use of Money and Property	150,300
Charges for Service	8,900
Donations, Receipts and Transfers	3,700
Intergovernmental	301,800

General Fund Total: **\$4,104,600**

Enterprise Fund (Water & Sewer)

Service Charges	2,642,400
Interest	3,500
Connection Fees	3,200
Miscellaneous	29,200
CIP Reserves	0.00

Enterprise Fund Total: **\$2,678,300**

Highway Maintenance Fund **\$585,000**

Cemetery Fund **\$27,500**

REVENUE GRAND TOTAL: **\$7,395,400**

*Revised at May 20, 2014 Continued Meeting and Work Session

PROPOSED OPERATING EXPENDITURES

Council/Planning Commission	\$ 44,030
Administrative Department	790,340
Police Department	878,600
Public Works	992,450
Street & Highway Maintenance	585,000
Water Department	1,010,000
Wastewater Department	1,403,750
Green Hill Cemetery	31,080
Non-Departmental	366,900
Transit Department	124,050
Economic Development	162,850
Transfer to Cemetery Reserves	25,000
Transfer to General Fund Reserves	716,800
Transfer to Enterprise Fund Reserves	264,550
Total Proposed Operating Expenses	<u>\$7,395,400</u>

PROPOSED CAPITAL OUTLAY

Water Plant Equipment	\$ 115,000
Wastewater Treatment Plant Equipment	272,500
Public Works Department Equipment	48,500
State Highway Funding	150,000
Police Department Equipment	32,000
Administration Department Equipment	35,000
Transit Department	28,000
Council	10,000
Non-Departmental	59,000
Total Proposed Capital Outlay	<u>\$750,000</u>

*Revised at May 20, 2014 Continued Meeting and Work Session

**PROPOSED TAX RATE – TOWN OF ALTAVISTA
2014 REAL & PERSONAL PROPERTY**

PROPOSED UTILITY RATE INCREASE

The 2014 levy on all taxable real estate located in the Town of Altavista shall be fourteen and four-tenths cents (\$0.144) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2014 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

The PPTRA relief is estimated to be 63%.

The FY2015 Budget includes a 5% increase to water and sewer rates that would be effective July 1, 2014. The residential/commercial water rate would increase to \$2.08 and the industrial rate would be \$2.04, both would be per 1,000 gallons. The residential/commercial sewer rate would increase to \$2.92 and the industrial sewer rate would be \$2.99, both would be per 1,000 gallons. Current water connection fee is \$1,500.00. Current Sewer connection fee is \$2,000.00.

Tobie Shelton /Treasurer

.....

*Revised at May 20, 2014 Continued Meeting and Work Session

TOWN OF ALTAVISTA

PROPOSED UTILITY RATE INCREASE

The Town of Altavista proposes to increase utility rates (water and sewer) by 5% in the FY2015 budget.

The following Town Code Sections would be amended:

Sec. 78-85 (e) *Water rates inside corporate limits.* The rates for water furnished inside the corporate limits shall be as follows:

- (1) Residential, commercial and churches: (quarterly billing)
Minimum charges based on 5,000 gallons, at current rate per 1,000 gallons
Over 5,000 gallons (per 1,000 gallons)~~\$1.98~~ 2.08
- (2) Schools: (quarterly billing)
Straight per 1,000 billing.....~~\$1.98~~ 2.08
- (3) Industrial and commercial: more than 25,000 gallons per month, billed monthly
Commercial straight per 1,000 gallons.....~~\$1.98~~ 2.08
Industrial straight per 1,000 gallons.....~~\$1.94~~ 2.04

Sec. 78-85 (f) *Sewer rates inside corporate limits.* The rate for sewer furnished inside the corporate limits shall be as follows:

- (1) Residential, commercial and churches: (quarterly billing)
Under 25,000 gallons per 1,000 gallons, based on 85 percent of metered water.....\$ ~~2.78~~ 2.92
More than 25,000 gallons per month, billed monthly
- (2) Minimum charge, per billing period.....\$5.00
- (3) Industrial:
25,000 gallons and over, billed monthly
Per 1,000 gallons based on a fixed percentage to the metered water to be agreed upon by the town and industry.....\$ ~~2.85~~ 2.99

Under special permission granted under section 78-183, sewer connections where no water connection exists, the rate of sewer service shall be the sum of the current minimum charge for water and the current minimum charge for sewer per quarter.

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2014

Altavista, Virginia

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2014, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 63% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 63% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

TOWN OF ALTAVISTA

CAPITAL IMPROVEMENT PROGRAM (FY2015-2019)

The Town of Altavista submits for adoption the proposed Capital Improvement Program (CIP) for FY 2015 and projected CIP projects for fiscal years 2015-2019. Following is a summary of the total expenditures covering fiscal years 2015-2019:

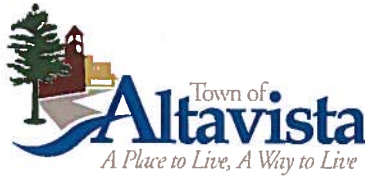
Total CIP projects for FY2015 - (Funded Projects)	\$ 750,000
Total CIP projects for FY2016 - FY2019	<u>\$3,437,900</u>
Total CIP projects for next five (5) years	\$4,187,900

Funding for the FY2015 CIP projects include \$188,972, General Fund; \$150,000 Highway Fund; \$387,500 Enterprise Fund; \$23,528 Grants. The total expenditures for FY2016-2019 are for planning purposes only.

Dan Witt
Assistant Town Manager
Town of Altavista

Town of Altavista
CIP Funding Sources
FY 2015 Proposed Budget

CIP FUNDING SOURCES FOR FY2015								
Item or Project	General Fund	Enterprise Fund	Highway Fund	CIP Reserves	Grants	Other	Description	
Paint Avoca Museum	\$ 59,000.00							
Sidewalk curb gutter			\$ 150,000.00					
Replace 1998 Leaf Vac	\$ 18,500.00							
Replace 1999 3/4 ton utility body truck	\$ 30,000.00							
Replace 1 patrol car	\$ 32,000.00							
Purchase and install 3 bus shelters	\$ 3,560.00				\$ 14,440.00		DRPT Funding	
Purchase computer and monitor for ACTS Admin	\$ 400.00				\$ 1,600.00		DRPT Funding	
Purchase 2 camera monitoring systems for buses	\$ 512.00				\$ 7,488.00			
Tank maintenance		\$ 50,000.00						
Replace 12 turbidity meters for filters 1-5		\$ 65,000.00						
Autoclave for main lab		\$ 15,000.00						
Replace (2) 100hp blowers		\$ 14,000.00						
Replace polyblend mixer		\$ 11,000.00						
Replace clarifier #3 gear box		\$ 15,000.00						
Replace BOD Incubator		\$ 9,000.00						
Replace PLC for press system		\$ 50,000.00						
Replace polymer pumps for press system		\$ 13,000.00						
Replace 1992 International tandem dump truck		\$ 90,000.00						
Replace press hydraulic ram		\$ 9,000.00						
Replace plant utility vehicle - golf cart		\$ 7,000.00						
Replace 60hp digester blower		\$ 15,000.00						
Replace 40hp pump and motor at pump station		\$ 24,500.00						
Replace 02 server	\$ 8,000.00							
Replace Town Manager vehicle	\$ 27,000.00							
Replace Town Council computers	\$ 10,000.00							
SUBTOTAL	\$ 188,972.00	\$ 387,500.00	\$ 150,000.00	\$ -	\$ 23,528.00	\$ -	\$ 750,000.00	
Percent Per Funding Source	18%	35%	7%	5%	22%	12%	100%	
TOTAL	\$ 188,972.00	\$ 387,500.00	\$ 150,000.00	\$ -	\$ 23,528.00	\$ -	\$ 750,000.00	
*Items designated CIP reserves and to be noted on financial statements at year end for audit purposes. These items will be purchased in a future year.								



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: June 10, 2014

Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Health (Medical) Insurance RFP process

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Last month, Council considered options related to dealing with the substantial increase of premiums for FY2015. Following consideration, it was decided that we would work with our consultant to go out to bid for a new plan with one of the options being a "high deductible with a health savings account". We have spoken with our consultant and attached is the proposal to assist the town with this process. As a stop gap measure, the Town has renewed with our existing carrier at the new renewal rates for sixty (60) days until the end of August. We will need to get the request for proposal process immediately following the Council's meeting in order to get quotes submitted and evaluated.

Potential Action(s) or Motion(s):

MOTION: "I move that the Town Manager be authorized to execute the agreement with Business Solutions in the amount of \$4,500."

Attachments: ☒ Yes ☐ No

Attachments (in order they appear in packet): 1) Memo from Finance Director; 2) Proposal from Business Solutions.

This agenda form has been reviewed by:	Initials	Comments:
Finance Director	tcs	
Town Manager	jwc	



DATE: June 10, 2014

MEMO TO: Council

FROM: Tobie Shelton

RE: Health Care Consultant's Fee Regarding RFP

Based on Council's action at the May 20, 2014 continued meeting/Work Session, healthcare plans will be bidded out.

Since our last meeting, I have received a proposal from our healthcare consultant, Becky Pollard with Business Solutions, Inc. as well as her fee to take us through the bid process from start to finish. (Attached)

As you recall, we contracted with Ms. Pollard during our last RFP process. It is staff's opinion that it would be to our advantage to contract again with Ms. Pollard in an effort to find the health plan that will give us the best value for our dollar while at the same time giving our employees the protection they need.

Based on Ms. Pollard's proposal, she will take us through the RFP process from start to finish including presenting the recommendation to Council, as well as educating our employees for a fee of \$4,500.00.

It is our recommendation to obtain the services of Ms. Pollard to take us through the RFP process.

BusinessSolutions

303 East Burwell Street
Salem, Virginia 24153
540-444-4000
540-444-4004 FAX

June 2, 2014

Town of Altavista
ATTN: Tobie Shelton
510 7th Street
Altavista, VA 24517

Dear Tobie,

Per your request, I have been asked to provide you with a fee for services which would start on June 1, 2014 and continue until June 1, 2015.

The following services would be provided for a fee of \$4,500.00.

1. Development of bid specifications and solicitations of proposals
2. Review and evaluation of proposal
3. Negotiations with all carriers
4. Assist in enrollment procedures and benefit meetings
5. Includes two additional meetings at no cost, if it is deemed necessary, due to negotiations with the insurance carriers
6. Review of renewal information and negotiations as needed
7. Access to our account managers for claims problems and issues as needed

Please let me know if you need additional information.

Sincerely,



Rebecca F. Pollard
President

RFP/efl



It's not business, it's personal.

Altavista EMS
Office of the Chief
P.O. Box 1 / 1510 Main Street
Altavista, VA 24517
mmoss@altavistaems.com Phone (434) 369-4716
www.AltavistaEMS.com Fax (434) 369-4306

May 21, 2014

Town of Altavista
Altavista Town Council
510 7th Street/PO Box 420
Altavista, VA 24517

Dear Council Members:

Altavista Life Saving and First Aid would like to express our sincere appreciation to the Altavista Town Council for the generous contribution of \$10,105.00 toward the new 2014 Dodge 4x4 ambulance recently added to our fleet.

By keeping the fleet modern, well equipped and up-to-date with technology, Altavista EMS will be able to continue first-rate service to the citizens of Altavista and the surrounding communities.

We would also like to recognize with appreciation the town's continued support with your annual \$1,000.00 donation.

Altavista EMS strives for excellence in every aspect of its daily operations. With support from entities such as Altavista Town Council, we can continue these efforts with much success.

Thank you once again for recognizing our organization with your donations and we look forward to your continued support.

Thank you
I am,



Mark A. Moss
Chief

A Organization the Community Can Depend on Since 1946

June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Planning Commission 5:00	3	4	5	6 Uncle Billy's Day	7 Uncle Billy's Day
8	9	10 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	11	12	13	14 Avoca: Made in the Shade Craft Beer Festival
15 Father's Day	16	17	18	19	20	21
22	23	24	25 ** Note Date Change: Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	26	27 Chamber of Commerce TGIF	28
29	30 Planning Commission 5:00					

July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Independence Day (Town Offices Closed) No ACTS Bus Service	5 1st Saturday Trade Lot AOT Cruise-In 5:30
6	7	8 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Chamber of Commerce TGIF	26
27	28	29	30	31 24 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM		